



John Wright  
Town Clerk

## Lyme Regis Town Council

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### Town Management and Highways Committee

**Core Membership:** Cllr J. Broom (chairman), Cllr J. Scowen (vice-chairman), Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr G. Turner, Cllr S. Williams

Notice is hereby given of a meeting of the Town Management and Highways Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 15 November 2017 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
10.11.17

### 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 any apologies and reasons for absence

#### 3. Minutes

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 4 October 2017 (attached)

#### 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 the minutes of the Town Management and Highways Committee meeting held on 4 October 2017**

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 inform members about progress on significant works and issues

**8. Automatic Number Plate Recognition Cameras (ANPR)**

To inform members about the project to install Automatic Number Plate Recognition cameras and to review the quotations received

*Ray Storey, the ANPR manager from the Dorset Police Alliance, will speak during public session*

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

**9. Proposals for a Café and Toilets in the Lister Gardens**

To allow members to consider two further design proposals for a café and toilets in Lister Gardens

**10. Langmoor and Lister Gardens, mobility**

To allow members to consider an initial proposal from PCRM on improving mobility in Langmoor and Lister Gardens and to use PCRM's initial proposal to refine the council's brief to PCRM for the development of any further proposals

**11. Chalet 18 Monmouth Beach**

To allow members to consider a floor plan and drawings for the replacement of chalet 18 Monmouth Beach

**12. The Red Arrows Visit to Lyme Regis 2018**

To allow members to review the profit and loss account for the Red Arrows' visit to Lyme Regis in 2017 and to assess the success of the event

To underwrite the cost of the application to bring the Red Arrows to Lyme Regis in 2018 up to a sum of £15,000

**13. Proposals for a Replacement Chalet at 7 Bowling Green**

To allow members to consider proposals for a replacement chalet at 7 Bowling Green

**14. Traffic Regulation Order Request, Coombe Street**

To allow members to consider correspondence from a resident requesting the council seeks a Traffic Regulation Order to make Coombe Street one way for its entire length from the traffic lights on Bridge Street to the fish and chip shop

**15. Request for a replacement, raised lifeguarding hut on Front Beach and offer of additional lifeguarding services during Whitsun Bank Holiday weekend and the following week**

To allow members to consider a request from the RNLI for a replacement, raised lifeguarding hut on Front Beach and the offer of additional lifeguarding services during Whitsun Bank Holiday weekend and the following week

**16. Proposals to Amend Frontage Details at The Bay Restaurant, Marine Parade, Lyme Regis**

To allow members to consider proposals to amend frontage details at The Bay Restaurant, Marine Parade, Lyme Regis

**17. Complaints and Incidents**

**18. Exempt Business**

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

**a) Agenda item 8 - Automatic Number Plate Recognition Cameras (ANPR)**

**Committee:** Town Management and Highways

**Date:** 15 November 2017

**Title:** Matters arising from the minutes of the Town Management and Highways Committee meeting held on 4 October 2017

**Purpose:** 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**

**17/39/TMH – Matters arising from the minutes of the Town Management Committee meeting held on 26 July 2017**

**Town bus**

New timetables have been produced with the town council's logo on and will be made available at the tourist information centre and in the council office. A new page is also being created on the town council website, which will also include the timetable.

**Cycling**

No cycling signs have been put up at either end of Marine Parade, at members' request.

**17/40/TMH – Update Report**

**Public Space Protection Orders (PSPO)**

The town council's enforcement officers have been enforcing the new West Dorset Dog Related Public Spaces Protection Order 2017 since 16 October 2017. New signs have been supplied by West Dorset District Council (WDDC) and were put up in relevant areas by the town council's enforcement officers.

**Speed indicator device**

Officers contacted Traffic Technology Ltd, the company that supplies the device. This version of the device is unable to record vehicle speeds, as well as displaying them. A new device which has this function would cost £2,700.

### **Ware Cliff chalets**

Five of the six new chalets are practically complete with all external works also having been completed. The remaining chalet has not been progressed to fit out and attempts are being made to ascertain from the 'owner' what their intentions are. A deadline of 27 November 2017 has been given; after which, if no clarity has been obtained or progress made, the chalet will be offered to the next person on the waiting list.

For those chalets which have been completed, an invoice has been raised for the outstanding balance.

New leases have been produced in line with the others for chalets at Monmouth Beach and have been sent out for completion by the 'owners'.

### **17/41/TMH – Replacement of Section of Seafront Railings at Marine Parade**

The planning application will be re-submitted by the end of the month.

### **17/43/TMH – Pound Street/Pound Road/Silver Street Gyratory Scheme**

Michael Potter, Dorset County Council's collision reduction team manager, was invited to this meeting to discuss traffic issues in Lyme Regis, including the possible one-way system.

Unfortunately, he was unable to attend but will attend the meeting of Strategy and Finance on 29 November 2017. This was considered preferable to delaying the discussion until the next meeting of this committee, which is not scheduled until 17 January 2018.

### **17/47/TMH – Parking and Land Ownership at the Gully**

The implementation of parking orders was considered as a draft objective for 2018/19 by the Strategy and Finance Committee on 18 October 2017. Officers are costing this and other draft objectives, for further consideration by the committee on 29 November.

Work to create two new parking spaces is scheduled in the external works' programme. The availability of these spaces will be advertised when the work is complete.

### **17/52/TMH – Park and Ride Facilities at Sidmouth Road and Charmouth Road**

Work on the resubmission of an application for the Sidmouth Road site is progressing. A fee has been agreed for the retention of Boon Brown Architects of Yeovil, pre-application discussions with the planners have commenced, an approach has been made to Uplyme Parish Council requesting the opportunity to hold informal discussions prior to the application being submitted, and the ward member has also been invited to discuss the proposals prior to submission.

Both county councils will also be further engaged in support of the application.

The intention is to submit the application by 22 November 2017.

The main focus to date has been on the Sidmouth Road application. More work is required before the application can be submitted for the extended use of the Charmouth Road site, but many of the planning and highways' issues are similar.

Every attempt will be made to submit this application simultaneously with the one for Sidmouth Road, but it may follow on slightly later.

**17/53/TMH – Re-letting of Guildhall Shop**

The shop is now re-let, fitting out works have been completed and occupation has commenced.

**Committee:** Town Management and Highways

**Date:** 15 November 2017

**Title:** Update Report

**Purpose of the Report**

To inform members about progress on significant works and issues

**Report**

**Land to the rear of Largigi and Ocean View**

A topographical survey of the wider gardens area has been obtained in connection with the work to look at possible alternative arrangements for ramps within the gardens. For this reason, a further separate survey of the land to the rear of Largigi and Ocean View is no longer required.

No new licences for the use of this area will be considered until there is certainty about the need or otherwise of any of this land in connection with new or revised ramps through the gardens.

**Seafront barriers**

The locks have been delivered and the operations manager is in the process of issuing keys to those who need them. Some changes will need to be made to the existing barriers to accommodate the new locks. The new locks will not be in place until all the keys have been issued to agreed key-holders.

**Re-location of churchyard memorial**

Mr Jefferd met with the operations manager in early-November to discuss the relocation of his family memorial from the churchyard to the cemetery. A location on the ground next to the cemetery chapel has been identified and Mr Jefferd will pay an appropriate fee for this space. Mr Jefferd is contacting stonemasons to obtain a quote for moving and re-laying the stone.

**Public toilets**

The report produced by Raymond Martin of the British Toilets Association will be considered by the Strategy and Finance Committee on 29 November 2017 when quotes for options for refurbishing the Marine Parade and Candles on the Cobb toilets will be available.

**Cash machines**

The town clerk met with a surveyor from CashZone on 9 November 2017. The surveyor is preparing drawings of the site.

**Mobile van banking charges**

Natwest has confirmed it will no longer come to Lyme Regis following a review of the route by the local management team. Members had previously requested further consideration was given to the charges made to Natwest and Lloyds Bank to use Woodmead car park, to ensure consistency. As there is now only one charging mechanism in place, there is no comparative information available.

**Committee:** Town Management and Highways

**Date:** 15 November 2017

**Title:** Proposals for a Café and Toilets in the Lister Gardens

**Purpose of Report**

To allow members to consider two further design proposals for a café and toilets in Lister Gardens

**Recommendation**

Members note the report

**Background**

1. On 4 October 2017, this committee received a report and presentation on proposals for a café and toilets in Lister Gardens; the project also incorporates the re-provision of a facility for the amenities' team.
2. At that meeting, the following recommendation was made to the Full Council:  
  
'to ask Roger Hussey of John Stark and Crickmay Partnership to produce more appropriate designs for the proposed café and toilets in Lister Gardens, to be considered by the appropriate committee, with the intention of having a good understanding of the cost of the project by 13 December 2017.'
3. This recommendation was approved by the Full Council on 1 November 2017.
4. On 25 October 2017, a meeting took place with Roger Hussey from John Stark Crickmay Partnership to consider a further design proposal for the café and toilets, **appendix 9A**.
5. At that meeting, changes to this design were discussed and Roger Hussey agreed to produce a modified design with a vertical glass front and seating areas on both sides of the building, **appendix 9B**. The glass front to the modified design incorporates bi-folding doors.
6. John Stark and Crickmay Partnership has instructed quantity surveyors to produce costings for both of these options.
7. Members' views are sought on these design options.
8. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

John Wright  
Town clerk  
November 2017



**JOHN STARK & CRICKMAY PARTNERSHIP**  
Chartered Architects & Architectural Technologists  
13 & 14 Princes Street Dorchester Dorset DT1 1TW  
Tel 01305 262636 Fax 01305 260960 Email jscp@johnstark.co.uk

RH/SV/09/31  
20<sup>th</sup> October 2017

John Wright, Esq.,  
Town Clerk,  
Lyme Regis Town Council,  
Guildhall Cottage,  
Church Street,  
Lyme Regis,  
Dorset,  
DT7 3BS.

Dear John,

### **Café and Public Conveniences, Lister Gardens**

Following the Town Management and Highways Committee Meeting on 4<sup>th</sup> October I am pleased to enclose two copies of my drawing no. 09/31/SK12 illustrating a different approach to the new building.

The drawing is again, hopefully, self-explanatory but the following comments may be helpful to your understanding of the scheme.

1. The plan size of the building remains as the previous sketch design (drawing 09/31/SK11) that I circulated with my letter dated 25<sup>th</sup> September, and which I talked Members through on 4<sup>th</sup> October.
2. The central café remains 7090mm x 5030mm (23'3" x 16'6").
3. The toilets are all as found to work well in the Bridport South Street car park scheme – all having cisterns and handwash units that are accessible from the rear, from a space doubling as a cleaners store.
4. The mini-golf kiosk measures 3060mm x 3435mm (10' x 11'3").
5. As previously tabled there is a separate retaining wall behind the building to provide space for bins and air handling etc.
6. Elevationally I have endeavoured to put forwards a more contemporary approach to the building – as I think Councillor Ellis said the previous schemes had (through intent) reflected the original Jubilee Pavilion on the seafront whereas this revised design is perhaps more aligned to the later Langmoor and Lister community rooms.
7. The visible walls are a mixture of cropped limestone with a dressed stone band and vertical oak boarding. The rear elevation could be rendered to save money as it will be largely concealed.
8. The doors to the toilets and kiosk are also oak to provide appearance, robustness and longevity.

Cont/.....

**Directors** Daniel Cantrell Dip Arch RIBA Roger Hussey MCIAT  
**Technical Director** Anthony Williams MCIAT **CDM Director** Peter James MCIAT  
**Architectural Consultants** Michael Howarth Dip Arch RIBA  
Anthony Jaggard FSA FRSA Christopher Read MCIAT



RIBA Chartered Practice No. 109416 VAT Registration No. 186234158 Established 1850  
John Stark & Crickmay Partnership Ltd, Registered in England & Wales No. 4823865



**JOHN STARK & CRICKMAY PARTNERSHIP**  
13 & 14 Princes Street Dorchester Dorset DT1 1TW

9. The café front is a powder coated aluminum frame, canted outwards for effect and to assist solar reflection, with blue tinted glass.
10. The roof has a bold deep fascia which might be finished in anthracite zinc or composite board, with a generous overhang to the building frontage.
11. The roof is of timber construction with a single ply membrane waterproof layer and, as previously suggested, this could have a sedum blanket to help blend it into the garden when viewed from 'up-slope'.

Also attached are a couple of 'sketch-up' generated perspectives which may better portray how I propose the building should look than the one-dimensional main drawing.

I look forward to meeting with you and the Members on 25<sup>th</sup> October at 3.30 p.m. to discuss the scheme further, and hope that you/they like at least some aspects of the proposals.

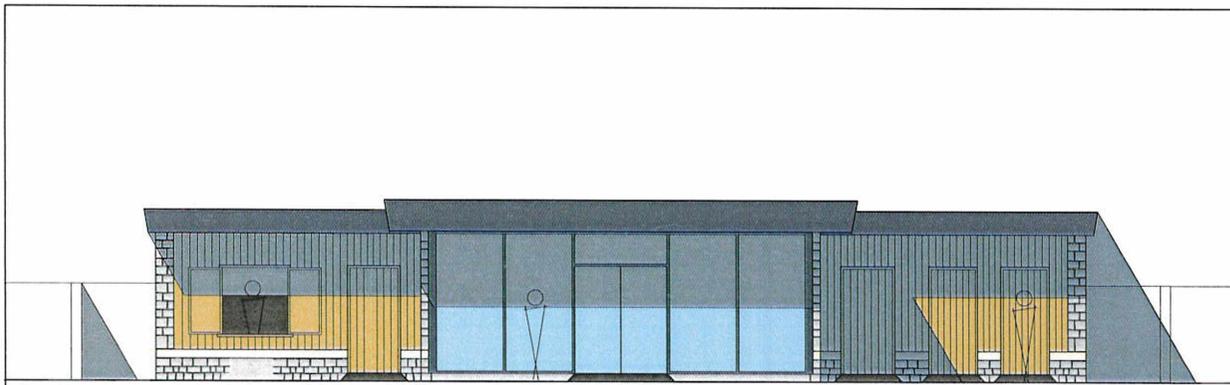
As my last letter I have taken the liberty of emailing copies to the Members that are to attend our meeting.

Yours sincerely,

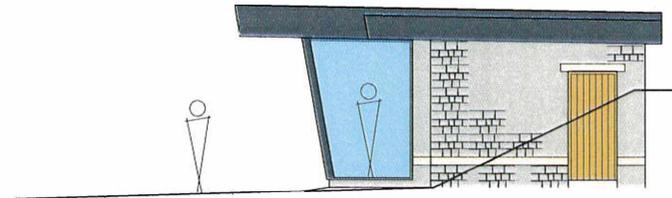


Roger Hussey  
John Stark & Crickmay Partnership

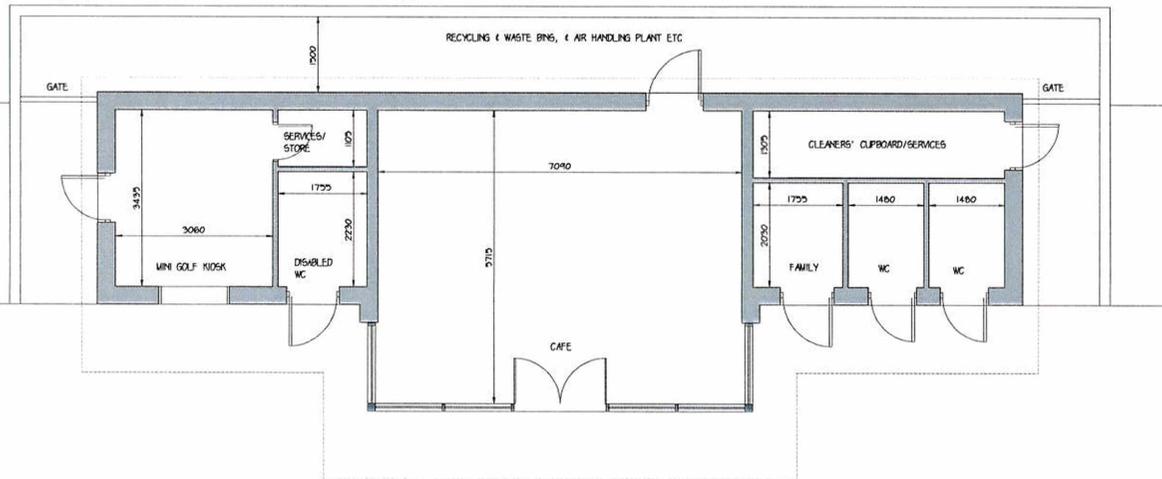
Copy to: Cllr Michaela Ellis. )  
Cllr Steve Miller. ) email only  
Cllr John Broom. )  
Cllr Brian Larcombe. )



SOUTH ELEVATION



EAST ELEVATION



PLAN

Amendments	
CAFE & PUBLIC CONVENIENCES LIGHTER GARDENS LYME REGIS For LYME REGIS TOWN COUNCIL	
 <b>JOHN STARK &amp; CRICKMAY</b> PARTNERSHIP ARCHITECTS 13 & 14 Princes Street Dorchester Dorset DT1 1TW Tel 01305 262636 Email jsc@johnstark.co.uk Fax 01305 260960	
SCHEME DESIGN OPTION THREE	
Scale	1:50
Drawn	RH
Date	OCT 2017
09/31/6K12	

APPENDIX 9A







**JOHN STARK & CRICKMAY PARTNERSHIP**  
Chartered Architects & Architectural Technologists  
13 & 14 Princes Street Dorchester Dorset DT1 1TW  
Tel 01305 262636 Fax 01305 260960 Email jsep@johnstark.co.uk

RH/SV/09/31  
7<sup>th</sup> November 2017

John Wright, Esq.,  
Town Clerk,  
Lyme Regis Town Council,  
Guildhall Cottage,  
Church Street,  
Lyme Regis,  
Dorset,  
DT7 3BS.

Dear John,

**Café and Public Conveniences, Lister Gardens**

Following our meeting on 25<sup>th</sup> October I am pleased to enclose two copies of each of my drawings no. 09/31/SK13 and SK14 illustrating the further development of the scheme.

**A. Option Three – Drawing SK12**

1. This remains as issued with my letter dated 20<sup>th</sup> October and as discussed with Members on 25<sup>th</sup> October.
2. As discussed, but for clarity purposes, it is not possible to have hinged bi-fold doors on the inclined glazed café front.
3. I have sourced one or two companies who do inclined sliding doors but the general view of a powder coated aluminium glazing specialist that we often work with is that these are very unusual (hence very expensive) and may not like our extreme environment with wind blown sand etc.

They would also need to be at least partially automated for disabled access when the screen is not fully retracted.

4. The vertical doors set within the inclined glazing could simply be made wider and bi-fold leaving a single inclined pane at each end. The fully open doors would then form a nuisance and clash with the available table space so I am minded to leave this inclined solution exactly as drawn.

**B. Option four – Drawing SK13**

1. The glazed café front is now shown vertical as opposed to inclined.
2. The café front has six equal powder coated aluminium casements extending to the full height.

Cont/.....



**Directors** Daniel Cantrell Dip Arch RIBA Roger Hussey MCIAT  
**Technical Director** Anthony Williams MCIAT **CDM Director** Peter James MCIAT  
**Architectural Consultants** Michael Howarth Dip Arch RIBA  
Anthony Jaggard FSA FRSA Christopher Read MCIAT

RIBA Chartered Practice No. 109416 VAT Registration No. 186234158 Established 1850  
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NO. 111114

**JOHN STARK & CRICKMAY PARTNERSHIP**  
13 & 14 Princes Street Dorchester Dorset DT1 1TW

3. The central pair of doors are hinged conventionally for day-to-day use, or during the winter months, but as illustrated on the plan three casements fold and slide fully left and right for fine weather days.
4. The remainder of this option is exactly as drawn for option three.
5. Enclosed are two further 'sketch-up' generated perspectives of the revised frontage.

**C. Site Plan – Drawing SK14**

1. The site plan has been updated to show the size and outline of the revised building in the context of the gardens.
2. We have shown one shade of paving to define the building frontage and access to the mini-golf, loos and café.

A separate shade of paving shows the possible concessionary areas for tables and chairs for the café that we discussed.

In reality this will almost certainly be a single type of paver but with a row of studs or different coloured blocks to denote the access area.

3. On this plan we have also suggested that the existing mini-golf hut and alcove are removed and restored as gardens to improve the access views from Cobb Road.

Please let me know if you would like to meet to discuss the options further.

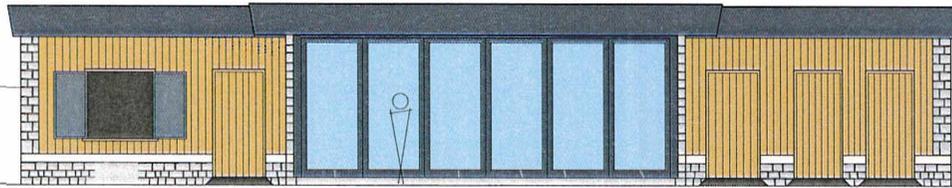
In the meantime Peter Gunning & Partners are now costing the building with an option for inclined and vertical café fronts.

Yours sincerely,

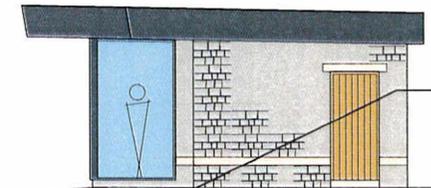


Roger Hussey  
John Stark & Crickmay Partnership

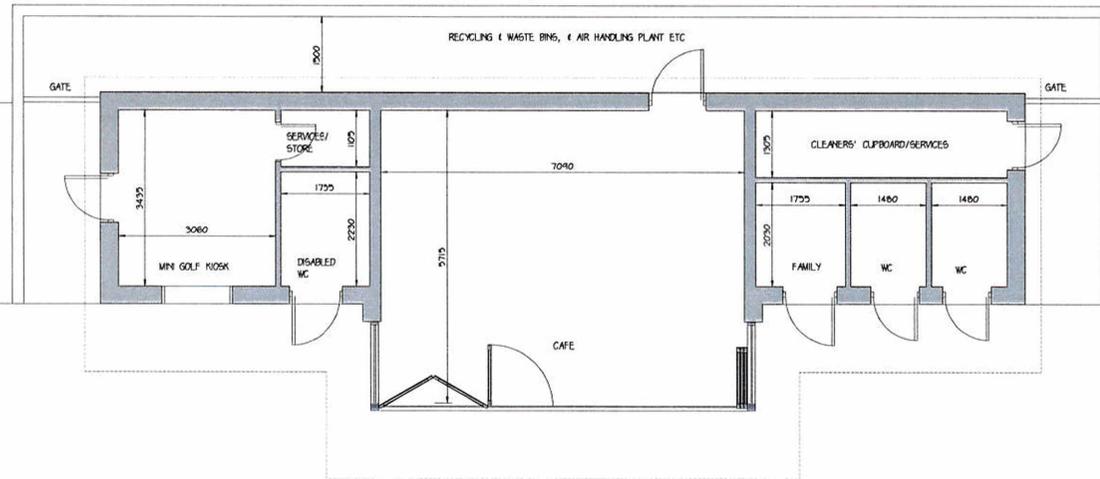
Copy to: Cllr Michaela Ellis. )  
Cllr Steve Miller. ) email only  
Cllr John Broom. )  
Cllr Brian Larcombe. )



SOUTH ELEVATION



EAST ELEVATION



PLAN

Amendments

CAFE & PUBLIC CONVENIENCES  
 LISTER GARDENS  
 LYME REGIS  
 For LYME REGIS TOWN COUNCIL

**JSCP** JOHN STARK & CRICKMAY  
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SCHEME DESIGN  
 OPTION FOUR

Scale 1:50

Drawn RH

Date OCT 2017

09/31/6K13

APPENDIX A B



Notes

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Revisions

NEW PUBLIC CONVENIENCES  
LISTER GARDENS  
LYME REGIS  
for LYME REGIS TOWN COUNCIL

**JS CP** JOHN STARK & CRICKMAY  
PARTNERSHIP ARCHITECTS

13 & 14 Princes Street Dorchester  
Dorset DT1 1TW Tel 01305 262636  
Email jscp@johnstark.co.uk Fax 01305 260960

SCHEME DESIGN  
SITE LOCATION PLAN  
(OPTION 3 AND 4)

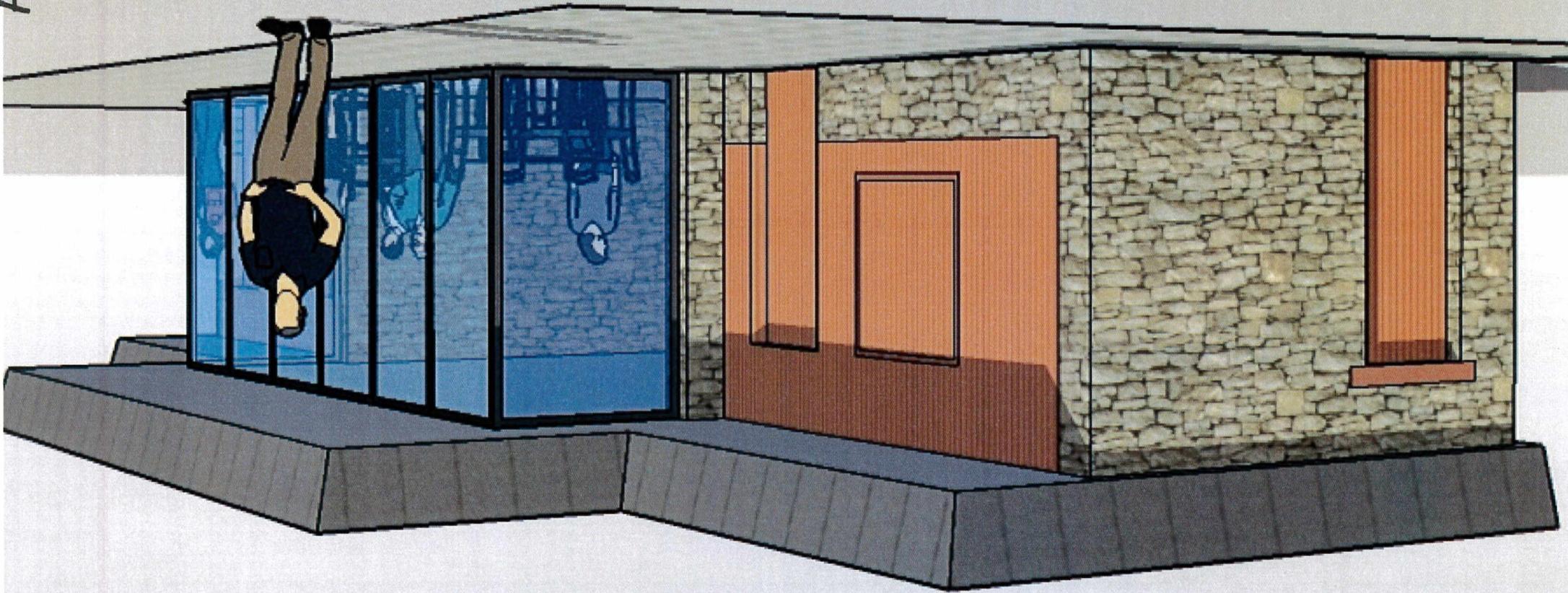
Scale 1:200 @ A1

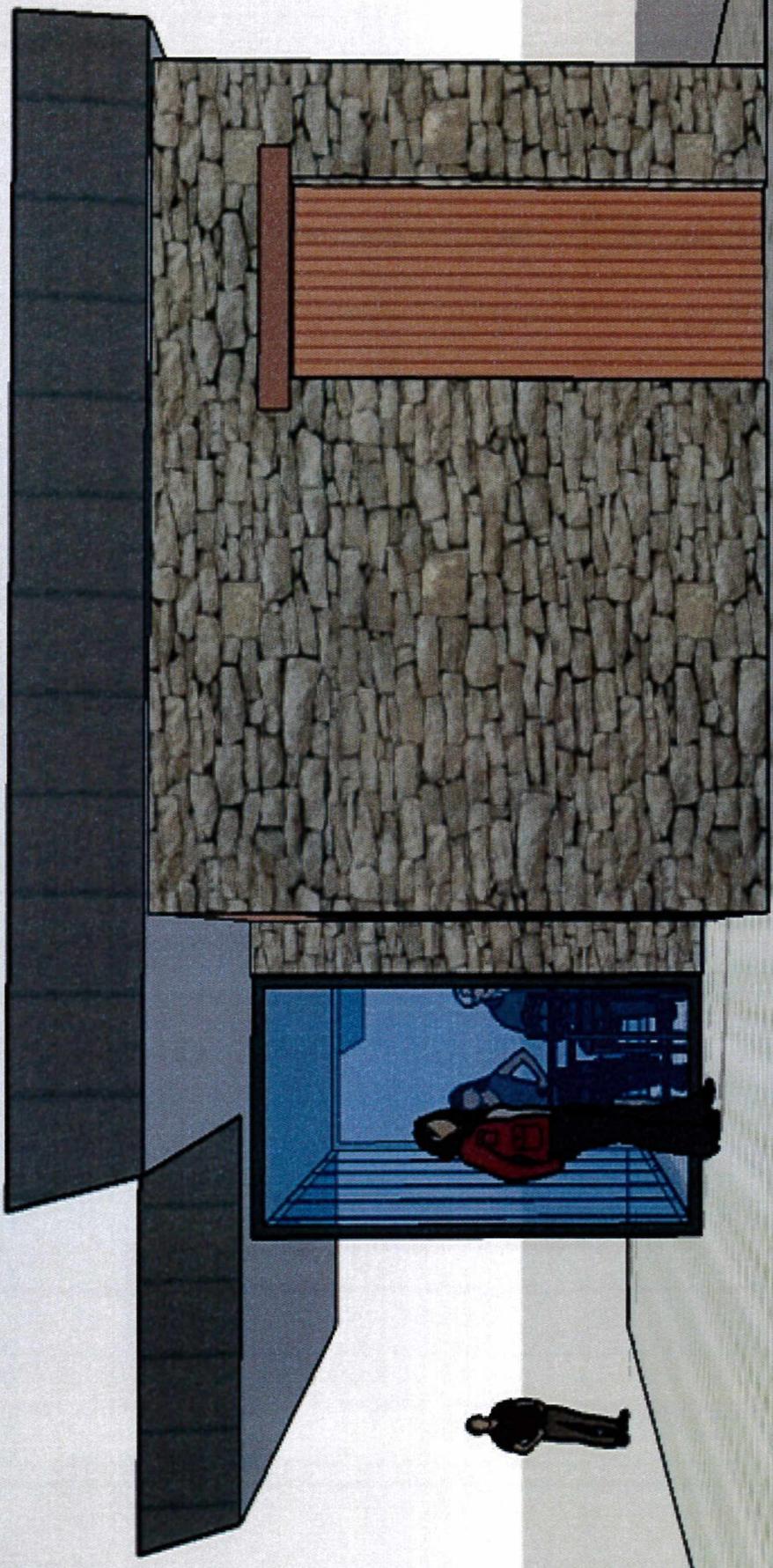
Date November 2017

Drawn SP Checked

09/31/5K14 --

APPENDIX 9B





**Committee:** Town Management and Highways

**Date:** 15 November 2017

**Title:** Langmoor and Lister Gardens, mobility

**Purpose**

To allow members to consider an initial proposal from PCRM on improving mobility in Langmoor and Lister Gardens and to use PCRM's initial proposal to refine the council's brief to PCRM for the development of any further proposals

**Recommendation**

Members consider the report and instruct the town clerk

**Background**

1. On 18 October 2017, the Strategy and Finance Committee considered a report on draft objectives for the 2018/19 budget and four-year financial plan.
2. At that meeting, members were given a rough cost estimate of £220,000 plus VAT to improve mobility in the gardens for disabled people.<sup>1</sup>
3. Members were concerned with the high cost estimated for the ramp in the gardens and agreed the town clerk should re-visit the brief with the council's geotechnical engineer before discussing it further.
4. Before discussing the brief with the council's geotechnical engineer, PCRM, there is some merit in considering in further detail the outline proposal that has been developed by PCRM; this will allow the council to refine any further brief to PCRM.
5. The existing route is marked in red and the proposed route is marked in blue, **appendix 10A**; the existing route is 420 metres and the proposed route is 265 metres.
6. PCRM's proposal is based on West Dorset District Council's survey of the area showing ground levels prior to the stabilisation works which took place 10 years' ago; to proceed, an up-to-date topographical survey of the gardens is required. PCRM has received a quote of £2,790 plus VAT for this work.
7. In producing this proposal, PCRM has considered guidance on gradient levels: the Sensory Trust recommends a preferred gradient of 1 in 20 for outdoor paths and a maximum gradient of 1 in 15; the British Standard maximum gradient is 1 in 12.

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<sup>1</sup>Construction costs at £200,000 plus VAT and professional fees at £20,000 plus VAT.

## AGENDA ITEM 10

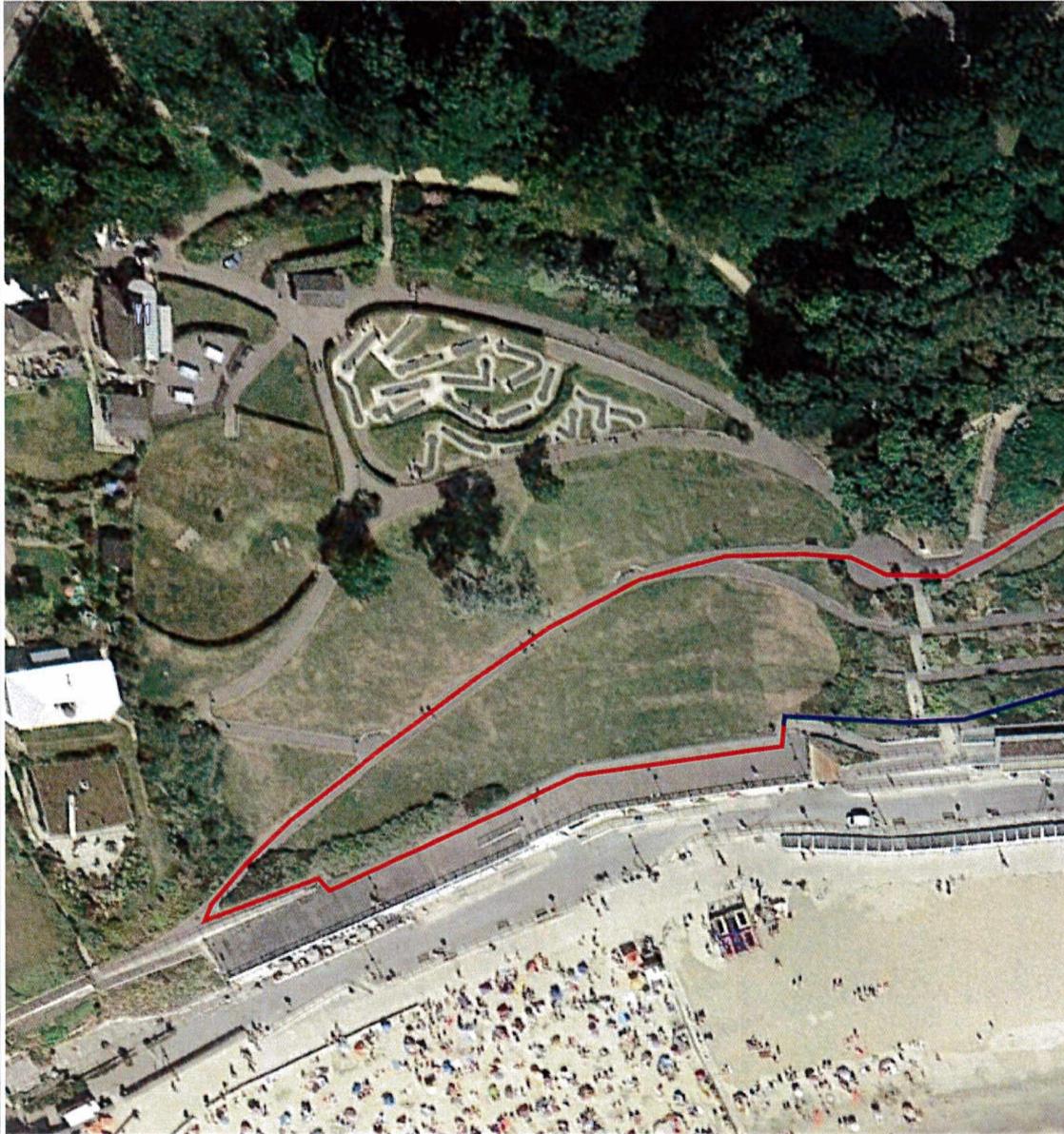
8. There are some sections of the existing route which have a gradient steeper than the British Standard minimum of 1 in 12.
9. If the Sensory Trust's preferred gradient of 1 in 20 is applied, a path of a similar length to the existing path would be required, i.e. c.420 metres. This would require major changes to the path layout in the gardens and cost significantly in excess of the initial estimate identified by PCRM.
10. At 265 metres, PRCM's proposed route complies with the British Standard gradient.
11. The estimates provided by PRCM are very much provisional at this point.
12. Members are asked to consider PRCM's initial proposal and to use this proposal to refine its brief to PCRM.
13. Any recommendations from this committee will be considered by the Strategy and Finance Committee on 29 November 2017 for possible inclusion in the 2018/19 budget and four-year financial plan and by the Full Council on 13 December 2017.

John Wright  
Town clerk  
November 2017



Existing route, length 417m.

Proposed route, length 265m.





# PCRM CONSULTANCY

Civil, Structural & Geotechnical Engineers

1 Kings Square • Bridport • Dorset • DT6 3DE

01308 422933 • office@pcrmconsultancy.co.uk

CLIENT Lyme Regis Town Council

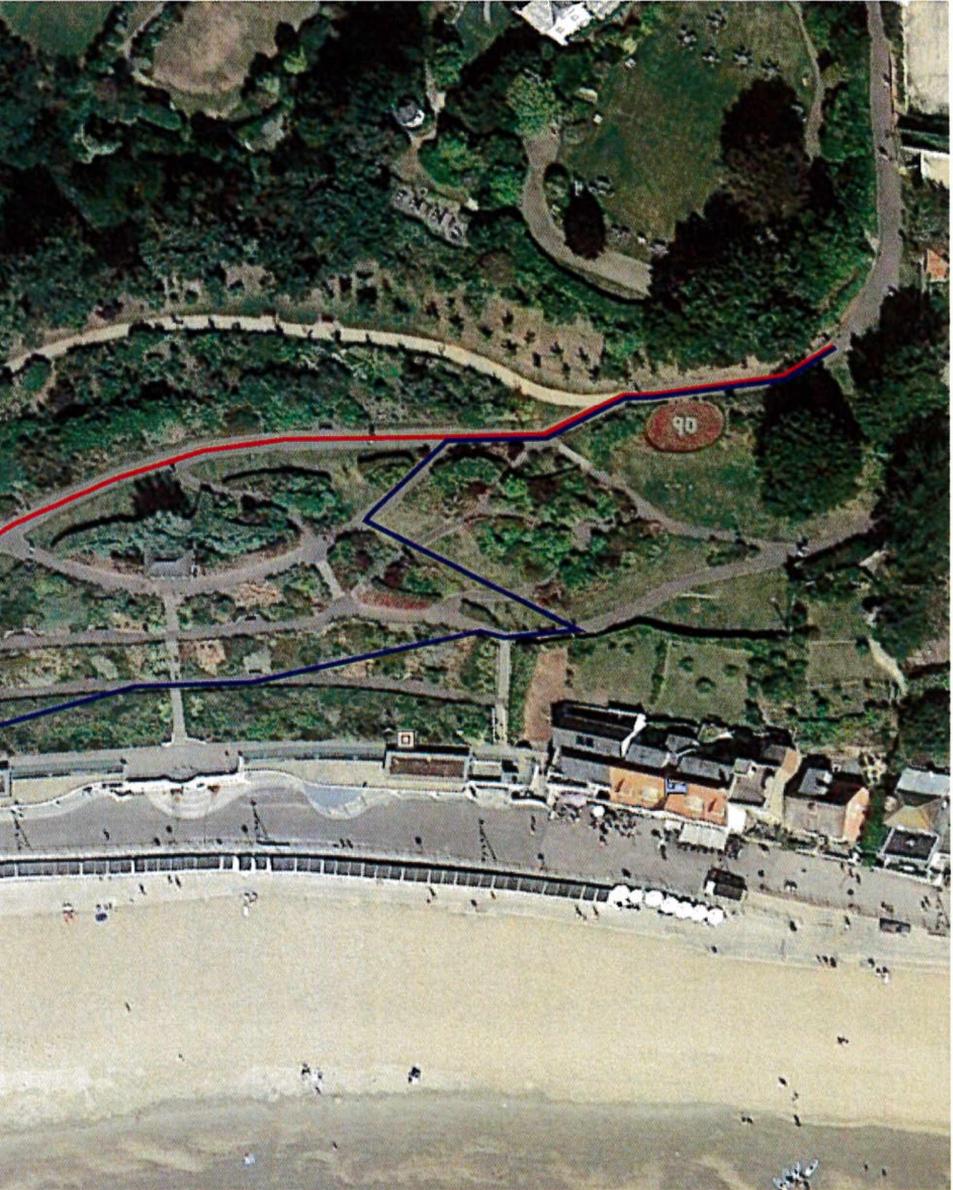
PROJECT New Path for People with Limited Mobility  
Langmoor Gardens, Lyme Regis

SCALE not to scale

DATE Oct 2017

DRAWN PC

DRAWING TITLE Initial Proposed Alternative Route



DRAWING No. 2304 / 1

REV

APPENDIX 10A

**Committee:** Town Management and Highways

**Date:** 15 November 2017

**Title:** Chalet 18 Monmouth Beach

**Purpose of Report**

To allow members to consider a floor plan and drawings for the replacement of chalet 18 Monmouth Beach

**Recommendation**

Members approve the replacement of chalet 18 Monmouth Beach in accordance with floor plan and drawings, appendices 11A-E

**Background**

1. The condition and replacement of chalet 18 Monmouth Beach was considered by this committee on 21 September 2016.
2. Since 21 September 2016, this committee has received updates on this issue, including the recent action taken to repossess the site.
3. The owners of chalet 18 are now in the process of arranging to have their existing chalet demolished; their contractor is contacting the town clerk on Monday 13 November 2017 to discuss the timing of the demolition and Western Power Distribution requirements.
4. The owners of the site have been in contact with a chalet provider, KEOPS, about the provision of a replacement chalet; a floor plan and drawings are attached, **appendix 11A-E**.
5. The owners of the site have been informed they need to contact West Dorset District Council's planning department about the re-provision of their chalet.
6. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

John Wright  
Town clerk  
November 2017

**Committee:** Town Management and Highways

**Date:** 15 November 2017

**Title:** The Red Arrows Visit to Lyme Regis 2018

**Purpose**

To allow members to review the profit and loss account for the Red Arrows' visit to Lyme Regis in 2017 and to assess the success of the event

To underwrite the cost of the application to bring the Red Arrows to Lyme Regis in 2018 up to a sum of £15,000

**Recommendation**

- a) Members review the profit and loss account for the Red Arrows' visit to Lyme Regis in 2017 and assess the success of the event
- b) Members note the application to bring the RAF Red Arrows to Lyme Regis in 2018
- c) Members approve underwriting the cost of bringing the RAF Red Arrows to Lyme Regis in 2018 up to a sum of £15,000

**Background**

- 1. The Red Arrows have been visiting Lyme Regis since 1973; originally as part of the Regatta and Carnival programme and more recently as part of Lifeboat Week.
- 2. Up until 2015, these visits were at no cost, mainly in recognition of the search and rescue work undertaken by the RNLI. In early September 2015, the Red Arrows announced they could no longer visit Lyme Regis free-of-charge.
- 3. In response to the Red Arrows' announcement, the View From Lyme Regis newspaper launched a 'Save the Arrows' campaign to raise funds to secure a visit from the Red Arrows in 2016.
- 4. In 2016 and 2017, the council underwrote any losses on the Red Arrows displays. This hasn't been necessary as the event made a profit in both years.
- 5. The period around the Red Arrows visit was designated community weeks with collections raised divided equally between the fund for the return of the Red Arrows in 2018 and five Lyme Regis-based charities and Charmouth-based charities.
- 6. In 2017, collectors raised £7,122.59; an increase of £877.20 on the amount raised in 2016. Consequently, £3,556.30 was allocated to the fund for the return of the Red Arrows in 2018 and £3,556.30 to the five Lyme Regis-based charities

and Charmouth-based charities. The amount received by the five Lyme Regis-based charities was £3,000.30, i.e. £600.26 each; the amount received by the Charmouth-based charities was £555.00<sup>1</sup>. The Lyme Regis-based charities who received £600.26 are:

- Lyme Regis Musical Theatre
  - Lyme Regis Pantomime Society
  - Lyme Regis Christmas Lights
  - Lyme Regis Sea School and Sailing Club
  - The Town Mill Trust
7. The beneficiary organisations were also supported by the Lyme Regis Rotary Club and the 1<sup>st</sup> Lym Valley Scouts who provided collectors.
  8. The profit and loss account for the event is attached, **appendix 12A**.
  9. As the event organiser, the town council reclaims VAT on the relevant costs associated with the event.

### **Red Arrows 2018**

10. To secure a visit from the Red Arrows in 2018, an application has been submitted. The date identified is Thursday 16 August 2018, although there is no guarantee this date will be allocated to Lyme Regis.
11. The estimated cost of bringing the Red Arrows to Lyme Regis in 2018 is £15,000 and, as a consequence, the town council's potential exposure is the total cost of the event, i.e., £15,000.
12. In reality, the majority of the 2018 event costs are covered by funds already raised and commitments; the likelihood is the event will be fully funded. Nevertheless, it is prudent to make a provision in the 2018/19 budget to cover the full cost of the event.
13. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

John Wright  
Town Clerk  
November 2017

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<sup>1</sup> Charmouth-based charities received half of the collection received in Charmouth; this totalled £1,110. A cheque for £550.00 has been issued to Charmouth Parish Council who will allocate the money to their agreed charities.

RED ARROWS 2017

## DRAFT PROFIT &amp; LOSS ACCOUNT

Costs		
Red Arrows fees		8412.50
Insurance		2657.00
FDDService (George Bacon)		429.20
Marquee		625.00
DT7 Band		200.00
*Bingo donation		100.00
Food/drink for 100 Club		850.00
Admin Expenses		125.00
Advertising		282.00
TOTAL		13680.70
Income		
Carried over from 2016		1198.84
Collection Share		3556.30
!00 Club fees		5440.00
Sponsorship		8000.00
TOTAL		18195.14
Excess of income over expenditure		4514.44

\* For giving up their bingo night

**Committee:** Town Management and Highways

**Date:** 15 November 2017

**Title:** Proposals for a Replacement Chalet at 7 Bowling Green

**Purpose of Report**

To allow members to consider proposals for a replacement chalet at 7 Bowling Green

**Recommendation**

Members consider the proposals and comment as appropriate

**Background**

1. Owners of caravans, chalets and day huts on the town council's site at Monmouth Beach are required to obtain permission from the council before replacing or making significant alterations to their properties.
2. This permission is prior and additional to any planning permission which may also be required from West Dorset District Council.
3. The council was approached some time ago about the principle of replacing an existing chalet at 7 Bowling Green and detailed proposals have been awaited.

**Report**

4. Detailed plans have now been received, attached as **appendices A-D**.
5. The plans involve the complete demolition of the existing chalet and its replacement with one of the same floor area and similar ridge height (+55mm). Greater internal space, including a mezzanine, has been achieved by some excavation; making use of the sloping nature of the site.
6. The existing adjoining footpath is not affected by the proposals and the adjacent electricity pole is also retained, albeit with a repositioned strainer wire.
7. The chalet is constructed in traditional materials.
8. The proposed works also include the replacement of the existing retaining wall immediately to the north of numbers 7 and 8 BowlingGreen at the cost of the applicant. This wall is failing and would need replacing in any event in the near future.
9. The owner is taking specialist professional advice about this element of the work and about the proposed excavation of material and its removal from site.
10. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

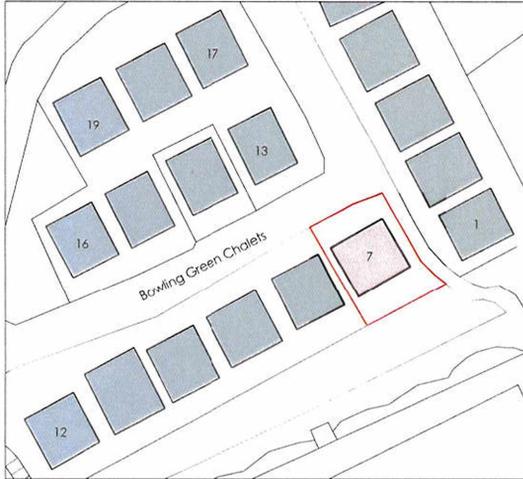
Mark Green  
Deputy town clerk  
November 2017



Location Plan  
Scale 1:1250



Scale 1:1250



Block Plan  
Scale 1:500

**L F WEBB & PARTNER**

58 Broad Street  
Lyme Regis  
Dorset DT7 3QF

t: 01297 442678  
w: www.lfwebb.co.uk

Project:

**Pebbles**

Title:

**Location and Block Plan**

Drawing status:

**Planning**

Scale:

as shown @A3

Drawing No.:

1425.01

Date:

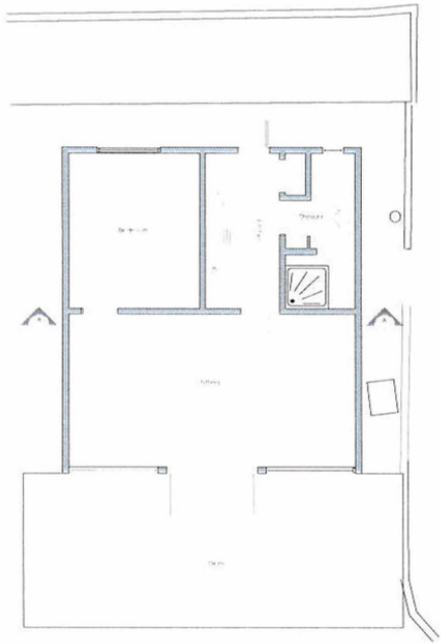
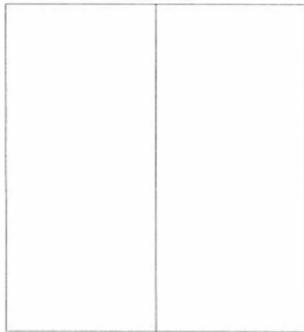
Oct. 17

Rev.:

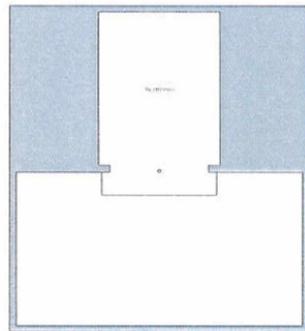
APPENDIX 13A

APPENDIX 13B





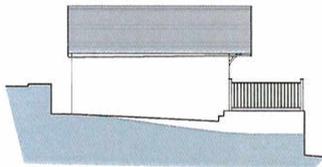
GROUND FLOOR PLAN  
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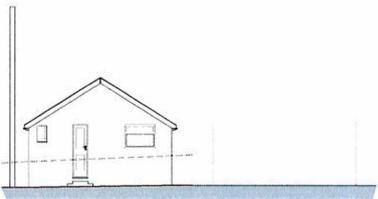
MEZZANINE FLOOR PLAN  
Scale 1:50



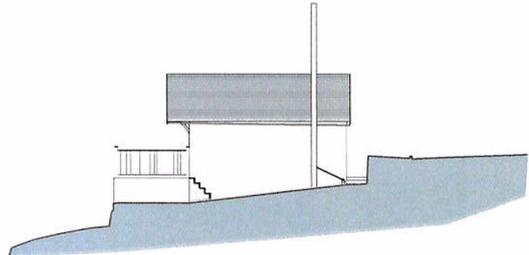
SOUTH ELEVATION  
Scale 1:100



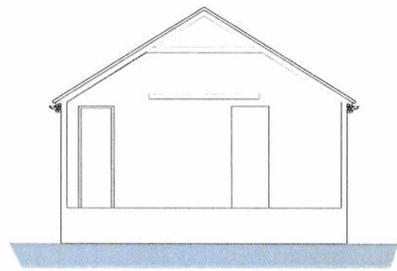
WEST ELEVATION  
Scale 1:100



NORTH ELEVATION  
Scale 1:100



EAST ELEVATION  
Scale 1:100



SECTION A-A  
Scale 1:50

**L F WEBB & PARTNER**

58 Broad Street  
Lyme Regis  
Dorset DT7 3GF  
1 01297 442678  
www.lfwebb.co.uk

Project

Pebbles

Title

General arrangement - existing

Drawing status

Planning

Scale

As shown (@ A1)

Drawing No.

1425/05

Date

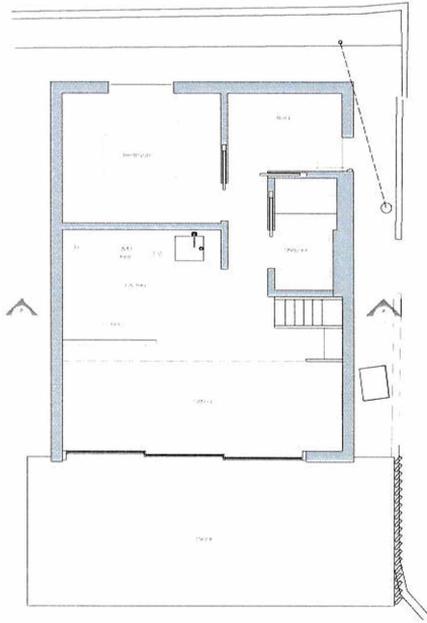
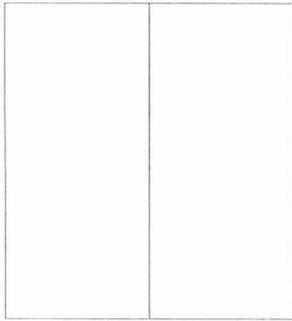
Oct. 17

Rev.

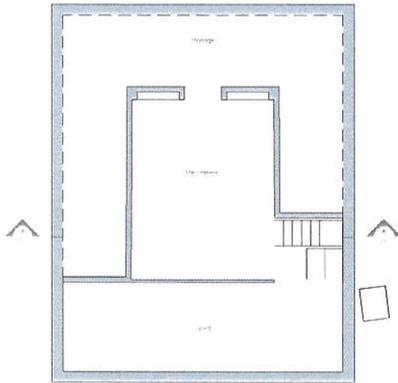
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APPENDIX 13C

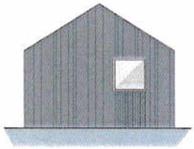


GROUND FLOOR PLAN  
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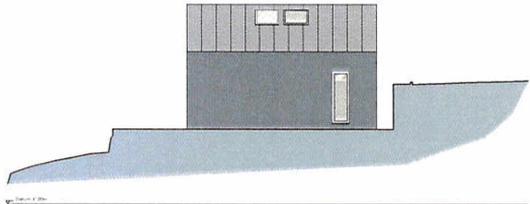


MEZZANINE FLOOR PLAN  
Scale 1:50

1



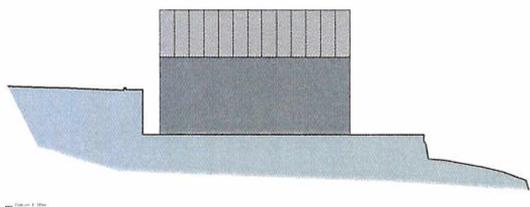
NORTH ELEVATION  
Scale 1:100



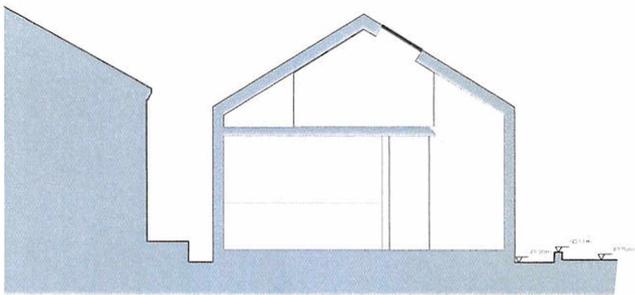
EAST ELEVATION  
Scale 1:100



SOUTH ELEVATION  
Scale 1:100



WEST ELEVATION  
Scale 1:100



PROPOSED SECTION A-A  
Scale 1:50

**L F WEBB & PARTNER**

58 Broad Street  
Lyme Regis  
Dorset DT7 3JF  
011297 442678  
www.lfwebb.co.uk

Project

Pebbles  
Title

General arrangement - proposed  
Drawing status

Scale	Date
As shown (@ A1)	Aug. 17
Drawing No.	Rev.
1425.06	-

This drawing must not be reproduced or used in any part without consent. Where dimensions conflict, the dimensions must be checked on site.

APPENDIX 13D

**Committee:** Town Management and Highways

**Date:** 15 November 2017

**Title:** Traffic Regulation Order Request, Coombe Street

**Purpose**

To allow members to consider correspondence from a resident requesting the council seeks a Traffic Regulation Order to make Coombe Street one way for its entire length from the traffic lights on Bridge Street to the fish and chip shop

**Recommendation**

Members consider the correspondence and instruct the town clerk

**Background**

1. On 17 October 2017, Cynny Sharp, 40A Combe Street, contacted Dorset County Councillor Daryl Turner about the possibility of a Traffic Regulation Order to make Coombe Street one way for its entire length from the traffic lights on Bridge Street to the fish and chip shop, **appendix 14A**.
2. Cllr Turner has referred this matter to the town council, which normally requests Traffic Regulation Orders.
3. If the town council is minded to support this request, before any application is made, consultation with other property owners affected by this order should be undertaken to assess their views.
4. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

John Wright  
Town clerk  
November 2017

**Francesca.Heffernan**

---

**Subject:** FW: Coombe Street traffic

**Sent:** 17 October 2017 10:26

**To:** Daryl W Turner <[D.W.Turner@dorsetcc.gov.uk](mailto:D.W.Turner@dorsetcc.gov.uk)>; Daryl W Turner <[darylwtturner@btinternet.com](mailto:darylwtturner@btinternet.com)>

**Subject:** Coombe Street traffic

Dear Daryl,

We have had an increasingly frustrating problem in Coombe Street this summer, with cars driving down the road as far as my house (opposite the Town Mill Bakery) then realising it's No Entry from that point and effecting 3-point turns resulting in dangerous manoeuvres and in several cases backing into my window sill.

I have had two meetings with Simon Roberts from DCC (the second this morning) who agrees that the most sensible action is to make Coombe Street one-way for it's entire length from the traffic lights to the fish and chip shop. There is absolutely no reason why it should be two way for half it's length.

Traffic will increase further next year when the Bay Hotel garage next to Fuego becomes an hotel with residents, cleaners, delivery vans etc servicing the premises.

Simon Roberts strongly suggested I contacted to seek a Traffic Regulation Order to effect this procedure.

Please do let me know what you think and if this can be done.

Many thanks.

Best regards,

Cynny Sharp  
40A Coombe Street, Lyme Regis, DT7 3PY  
+44 (0)1297 443312  
+44 (0)7866427431

Francesca.Heffernan

---

Subject: FW: Coombe Street traffic

Sent: 17 October 2017 10:26

To: Daryl W Turner <[D.W.Turner@dorsetcc.gov.uk](mailto:D.W.Turner@dorsetcc.gov.uk)>; Daryl W Turner <[daryl.w.turner@btinternet.com](mailto:daryl.w.turner@btinternet.com)>

Subject: Coombe Street traffic

Dear Daryl,

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Traffic will increase further next year when the Bay Hotel garage next to Fuego becomes an hotel with residents, cleaners, delivery vans etc servicing the premises.

Simon Roberts strongly suggested I contacted to seek a Traffic Regulation Order to effect this procedure.

Please do let me know what you think and if this can be done.

Many thanks.

Best regards,

Cynny Sharp

**Committee:** Town Management and Highways

**Date:** 15 November 2017

**Title:** Request for a replacement, raised lifeguarding hut on Front Beach and offer of additional lifeguarding services during Whitsun Bank Holiday weekend and the following week

**Purpose of Report**

To allow members to consider a request from the RNLI for a replacement, raised lifeguarding hut on Front Beach and the offer of additional lifeguarding services during Whitsun Bank Holiday weekend and the following week

**Recommendation**

Members support the request from the RNLI for a replacement, raised lifeguarding hut on Front Beach and consider the offer of additional lifeguarding services during Whitsun Bank Holiday weekend and the following week.

**Background**

1. The RNLI provides the current lifeguarding service on front beach. Those services are run from a ground-level wooden hut sited on the beach and operate during the period July to the beginning of September each year.

**Report**

2. The RNLI has requested that the existing wooden lifeguards' hut be replaced with one of similar size and general design but raised 1.5 metres off the ground. This would allow the lifeguarding staff to better see the beach area when busy and afford a much better view of people in the water. This is considered by them to be an important safety enhancement.
3. The replacement hut would be sited in the same general location on the town council-owned sandy beach and would be removed during those periods when the lifeguarding service was not being provided.
4. The RNLI has also asked whether the town council would support the extension of the lifeguarding service to include the Whitsun Bank Holiday weekend and the following week. This period is increasingly busy and many other similar resorts do now fund the service over that week.
5. The additional cost of the service extension is awaited and will be reported verbally at the meeting.
6. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

Mark Green  
Deputy town clerk  
November 2017

**Committee:** Town Management and Highways

**Date:** 15 November 2017

**Title:** Proposals to Amend Frontage Details at The Bay Restaurant, Marine Parade, Lyme Regis

**Purpose of Report**

To allow members to consider proposals to amend frontage details at The Bay Restaurant, Marine Parade, Lyme Regis

**Recommendation**

Members consider proposals to amend frontage details at The Bay Restaurant, Marine Parade, Lyme Regis and indicate whether they are happy to support the proposals as owner of the property prior to the submission of a planning application to West Dorset District Council by the tenant

**Background**

1. The Bay Restaurant on the Marine Parade is owned by this council and let as a commercial restaurant. The lease was recently assigned to new tenants who are keen to invest in the property and business.
2. At the last meeting of this committee, a proposal to increase the area and amount of outside seating was not supported, but it was noted that the tenants were intending to pursue more fundamental improvements to the property prior to the start of the 2018 'season'.

**Report**

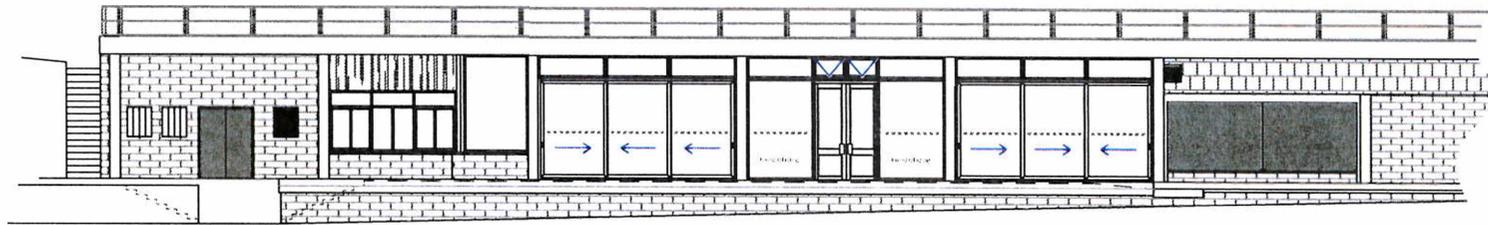
3. The tenant has had further discussions and a site meeting since the last meeting about their ambitions and plans for the property.
4. These plans include fundamental changes to the frontage of the property which involve new full-height glazing with large sliding panels which allow the property to present a much more 'open' aspect when weather conditions permit. Although bi-fold doors were also considered as an option, the tenant's view is that they are more difficult to operate and also have a greater impact on internal layout of tables and chairs.
5. The high-level outside seating area would be retained in its current form.
6. Because the property is currently heated by a 'wet' system with radiators along the frontage wall, the proposals necessitate a complete change to the heating arrangements. The proposal involves two high level internal heating/air conditioning units.
7. Other plans are understood to involve the removal of the current lowered ceiling and the introduction of a new bar/counter along the rear wall. None of these changes, other than the proposed alterations to the frontage glazing, require

## AGENDA ITEM 16

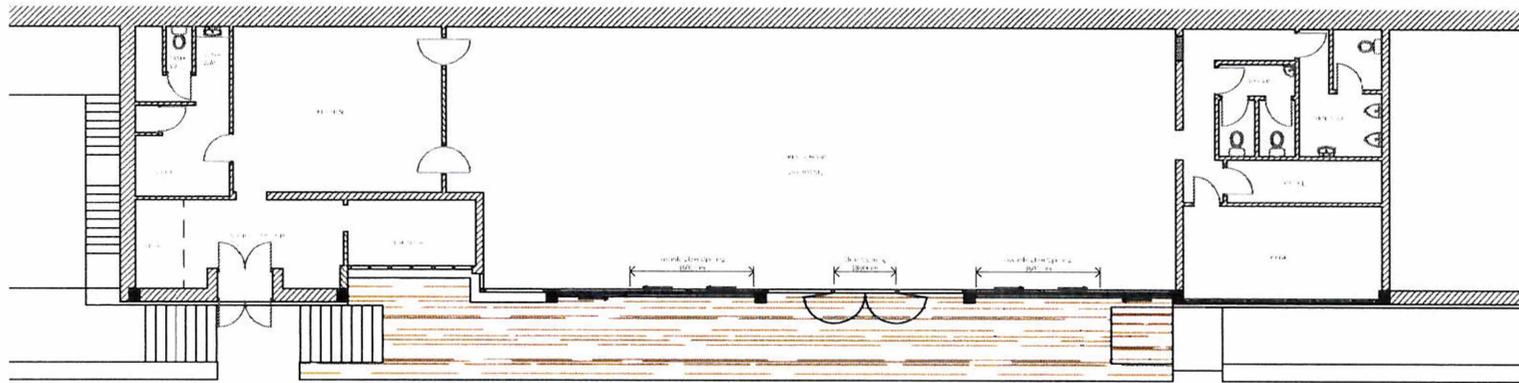
planning permission so can be dealt with separately and in more detail at a future meeting.

8. The lease requires the tenant to obtain the landlord's consent for any/all changes of the kind proposed. It also states that such consent should not be unreasonably withheld.
9. The frontage proposals are shown on the plan attached as **appendix 16A**. **Appendix 16B** is a plan as existing and **appendices 16C and D** are images of similar installations of sliding doors in other locations.
10. The building is of steel-framed and sectional construction so making the changes proposed raises no major structural issues or concerns. It would, however, be for the tenant to satisfy the council on such matters, plus working methodology, etc.
11. The ongoing maintenance of the proposed frontage glazing would be the responsibility of the tenant, as would the maintenance of any other changes to the internal layout or services.
12. The level of investment proposed by the tenants is considerable and the officer view is that it enhances the value of the council's asset and improves the 'offer' to customers. Visually, it offers a more modern and contemporary appearance to a prominent frontage on the seafront.
13. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

Mark Green  
Deputy town clerk  
November 2017



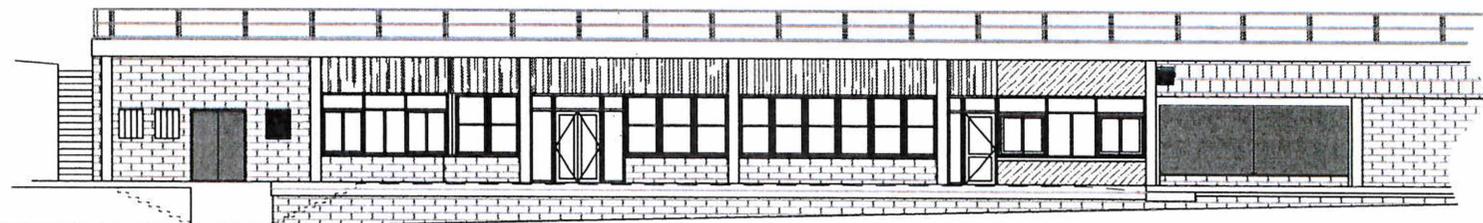
PROPOSED FRONT ELEVATION (SOUTH)



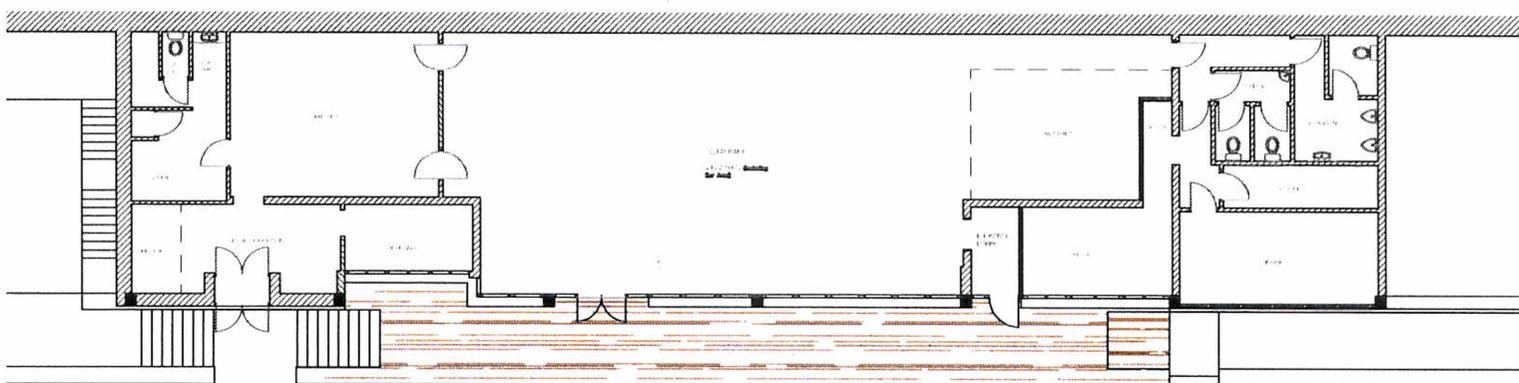
PROPOSED PLAN

 Aspect Windows 1000 Lakeside Road Exeter, EX2 5LJ 01392 444793 info@aspectwindows.com		Drawn By: ADS Scale: 1:150 @ A3 Date: 10:11:2017 Draw # 101.1
Title: The Bay		
Client / Project: Studio B		
Site Address: The Promenade, Lyme Regis, Dorset		
Rev.	Date	Description
X	X	X

APPENDIX IGA



EXISTING FRONT ELEVATION (SOUTH)



EXISTING PLAN

		Drawn by ADS
Aspect Windows 8, Green Lane, Bournemouth, Dorset, BH1 5SL 01342 414333 info@aspectwindows.co.uk		Scale 1:150 @ A3
Title <b>The Bay</b>		Date 10:11:2017
Client / Project Studio B		Page # 101.1
Site Address The Promenade, Lyme Regis, Dorset		
Rev	Date	Description
X	X	X

APPENDIX 16C





