

## LYME REGIS TOWN COUNCIL

### TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

#### MINUTES OF THE MEETING HELD ON WEDNESDAY 4 OCTOBER 2017

##### Present

**Chairman:** Cllr J. Broom

**Members:** Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

**Officers:** Mr M. Adamson-Drage (operations manager), Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

**Other members:** Cllr O. Lovell

**Guests:** Mr R. Hussey (John Stark and Crickmay Partnership)

17/34/TMH

##### Public Forum

##### Mr R. Cooper

Mr Cooper said he had just moved to the area and he and his business partners had previously developed the Bull Hotel and The Stable restaurant in Bridport, but had now acquired By the Bay restaurant in Lyme Regis. He said they had an interest in developing business in the town, just as they had in Bridport. He said they were prepared to spend a lot of money on the development, enjoyed making things nice, and providing good food and entertainment to locals and tourists. Mr Cooper said their main focus was locals because tourists would always come. He said they were looking to extend the outside seating area of what was now called The Bay. He said they were going to submit a planning application to enhance the building, which he believed the town would be proud of. Mr Cooper said when the sun was out the outdoor area was incredibly busy and they wanted to maximise this by having additional outdoor seating. Mr Cooper said he understood the aesthetics of the area were very important and they wanted to work with everybody to make sure they didn't affect the aesthetics in any way, or at least too much. He said he respected the council did not support additional seats on the parade, but there was a lovely area next door (Jane Austen Gardens), which was under-utilised, where they could have additional seating. Mr Cooper said if members didn't understand anything they were doing, they would be happy to spend some time with them.

17/35/TMH

##### Apologies

Cllr S. Miller – holidays

**17/36/TMH Minutes**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, the minutes of the previous meeting held on 26 July 2017 were **ADOPTED**.

**17/37/TMH Disclosable Pecuniary Interests**

Cllr Mrs M. Ellis declared a pecuniary interest in agenda item 6, matters arising, in relation to the Woodmead Halls' toilets and she would leave the room if there was any discussion on this matter.

**17/38/TMH Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

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

**Town bus**

Cllr S. Williams said the bus needed to be publicised to more people, especially those who had recently moved to the area, with the possibility of adding areas on to the route, including the new Woodberry Down housing estate and the caravan park.

Cllr Mrs C. Reynolds said when the previous town bus service ended, all the timetables and other signs were removed from the bus stops and she was going to follow this up with Damory to get them reinstated.

The town clerk said the council needed to do more work with Damory before entering into a proper contract. He said if there were views about extending the circulation of the bus, this could be considered with the operator.

The deputy town clerk said as it was a registered service, if significant changes were made to the route or timetable, it would have to go back to the traffic commissioners.

**Cycling**

Members asked that signs prohibiting cycling were put up on Marine Parade.

**Woodmead Halls' toilets**

*Cllr Mrs M. Ellis left the meeting at 7.13pm in line with her declaration of pecuniary interests.*

Cllr O. Lovell asked what the opening times of the toilets were.

*Cllr Mrs M. Ellis was asked to return to the meeting at 7.14pm to answer this question.*

Cllr Mrs M. Ellis said the toilets were currently open to the public from 9am to 10pm.

**Public Space Protection Orders (PSPO)**

Cllr Mrs C. Reynolds said West Dorset District Council's (WDDC) Overview and Scrutiny Committee had recommended to the Strategy Committee not to restrict begging as part of the PSPO.

**Speed indicator device**

Cllr R. Doney asked if it could be investigated whether the device was able to record vehicle speeds, as well as display them to vehicles.

**Ware Cliff chalets**

In response to member questions, the deputy town clerk said the chalets were being used and rent would be payable for 2017/18, but the issue was the date from which rent was charged. He said the deadline for works to be finished had passed, but this was due to delays beyond the owners' control.

**Marine Parade Shelters' ramp**

Cllr Mrs M. Ellis said she understood the proposal was to extend the western ramp, not the eastern one.

**Seafront barriers**

Cllr R. Doney asked that the new key was provided to the Jubilee Pavilion, and Cllr Mrs M. Ellis asked that the new key was provided to the emergency services.

**Replacement of Section of Seafront Railings at Marine Parade**

Cllr B. Larcombe said he believed the planning application should be re-submitted, with images of how the railings currently looked and what could put be in their place.

The deputy town clerk said the planning application didn't draw out strongly enough how few of the original 1920s posts remained and that none of the horizontal rails survived, and he would advise putting more emphasis on this if the council decided to re-submit the application.

**Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to RECOMMEND TO FULL COUNCIL to re-submit the planning application to replace a section of Marine Parade railings, retaining the same design of railings as in the previous application but with additional supporting information and following pre-application discussions with the relevant planning and conservation officers.**

Members discussed whether to retain Boon Brown Architects if the application was re-submitted.

The deputy town clerk said there was value in having a professional planning officer talking to another planning officer and he was not certain if the council had ownership of the heritage statement which accompanied the original application. He said if Boon

Brown Architects were retained, he would like the option to negotiate an appropriate fee.

Members agreed the fee would be reported to Full Council on 1 November 2017.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to retain Boon Brown Architects of Yeovil to undertake all work connected to the re-submission of the planning application to replace a section of Marine Parade railings, subject to receipt of a satisfactory fee quote.

#### **17/42/TMH Proposals for a Café and Toilets in the Lister Gardens**

Roger Hussey, of John Stark and Crickmay Partnership (JSCP) was invited to speak. He said the two design options were based on the original brief for toilets, with the design reflecting the old Jubilee Pavilion.

Mr Hussey said the design brief had completely changed to a café with toilets, and he wasn't sure the current designs were suitable for this purpose. He said a more contemporary design, reflecting the new Jubilee Pavilion, would be more appropriate. He said with the agreement of the town clerk, no costs had been discussed yet

The town clerk said members needed to form a view about exactly what they wanted and agree the product. He suggested this was agreed by 13 December 2017, to allow the information to be fed into the budget-setting process. He said the council had the option of taking some money out of reserves for this project.

Cllr O. Lovell reminded members funding was available through the Coastal Communities Team (CCT).

The town clerk asked members to think about what they wanted to use the building for, as this might affect any CCT bid. He said if the council ran the café itself and provided employment opportunities, the project might be eligible, but the funding would come with conditions. He added that around £48,000 of section 106 funding would also be available for this project.

The town clerk suggested the small group of members who had been meeting with Mr Hussey continued to meet with him to develop the project.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO 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.

*Cllr O. Lovell left the meeting at 8.01pm.*

#### **17/43/TMH Pound Street/Pound Road/Silver Street Gyrotory Scheme**

Cllr R. Doney outlined his proposal and its benefits.

*Cllr O. Lovell returned to the meeting at 8.02pm.*

Cllr O. Lovell said the public should be asked if they would support a new traffic system for Lyme, and he believed any solutions should not be implemented piecemeal.

Members agreed this scheme was a good start, but a more comprehensive traffic solution was needed, which incorporated roads on the outskirts of the town and roads leading to and from the town.

Suggestions included: restricting the sizes of vehicles permitted to come into the town; a give-way to ascending traffic system at the bottom of Silver Street/top of Broad Street; controlling traffic coming in from Uplyme Road; preventing heavy vehicles coming into the town; enforcing the times at which heavy vehicles can unload; and unloading people who arrive in coaches onto smaller buses to bring them into the town.

Cllr O. Lovell said he had recently met with Dorset County Council's (DCC) project manager from the collision reduction and traffic engineering team, and he suggested asking him to come to Lyme Regis to allow the council to discuss its ideas.

Members agreed this meeting should also involve Uplyme Parish Council and Devon County Council. The deputy town clerk said it should also involve Highways England as any major traffic scheme would involve changed signage from the A35.

#### **17/44/TMH Puffin Crossing, Broad Street**

There was general concern that the proposed crossing would result in the loss of up to eight parking spaces in Broad Street and it was believed this would not be supported by local businesses and many local residents.

There was also concern that delivery vehicles would not be able to service businesses as they would not be able to park on the zig zag lines either side of the crossing.

There was also concern the crossing would increase congestion in the town as traffic would back up when the crossing was in use.

Cllr Mrs C. Reynolds said the original proposal suggested six spaces would be lost, and the only other change was the crossing was further down Broad Street than originally planned.

The town clerk reminded members the town council had pushed for this crossing, and moving away from that would undermine the council's position, especially as the project had been moved to the top of DCC's priority list.

Members discussed whether the crossing could be installed elsewhere in Broad Street and suggested it went near the post office, with the bus stop being moved up to the junction between Broad Street and Silver Street.

**Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to RECOMMEND TO FULL COUNCIL to support in principle a puffin crossing in Broad**

Street but to ask Dorset County Council's highways' department if the crossing could be installed elsewhere in Broad Street, possibly higher up the street near the post office, with an additional request that the bus stop outside Co-op is also moved up Broad Street near the junction with Silver Street to accommodate the puffin crossing.

**17/45/TMH Request for Additional Alfresco Seating Outside The Bay Restaurant, Marine Parade**

Cllr Mrs M. Ellis said if the council was inclined to allow The Bay Restaurant to use Jane Austen Gardens, this opportunity would have to go out to tender as other businesses might be interested.

Cllr B. Larcombe said major works would be required to the Jane Austen Gardens before they could be used for this purpose, and he was also concerned about how the restaurant would service this area, as there are public steps between the restaurant and the gardens.

Members discussed whether to look further into the feasibility of using Jane Austen Gardens and a business case for its use before making a decision.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** not to support the principle of either extending the existing high-level alfresco seating area outside The Bay by up to 600mm or permitting use of part of the Jane Austen Garden area for additional tables and chairs.

**17/46/TMH Cover Charges**

Cllr Mrs C. Reynolds said she had discussed the issue of cover charges with the owners of the Bell Cliff Restaurant, who were concerned as they had been charged business rates on their outside seating for last year and this year. She said she was not aware if this was also the case for the four businesses who had complained to the council.

The town clerk said the tripartite agreement was entered into by the town, district and county councils and it was clear in the schedule that the town council had the freedom to charge for concessions on Marine Parade.

*Cllr B. Larcombe left the meeting at 8.55pm.*

Cllr J. Scowen suggested freezing cover charges for the next few years as a compromise.

*Cllr B. Larcombe returned to the meeting at 8.56pm.*

It was proposed by Cllr S. Williams and seconded by Cllr B. Larcombe not to renew licences for outside seating on Marine Parade.

The town clerk said the outside seating contributed to the ambience of the parade and provided a revenue stream to the council. He advised members to think carefully before foregoing this income.

Cllr B. Larcombe said he misunderstood the motion and withdrew his seconding of the proposal.

Cllr B. Larcombe proposed not to reduce the cover charges for outside seating on Marine Parade.

This motion was not seconded.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to write back to the proprietors of The Old Boathouse, The Alcove, Largigi Thai Restaurant and Ocean View Restaurant to inform them the council has a legal right to charge for tables and chairs under the tripartite agreement, to inform them they should remove the covers if they do not wish to pay, and request timely payment of invoices.

*The meeting adjourned for a break at 9.14pm.*

*Cllr D. Hallett left the meeting at 9.16pm.*

*The meeting resumed at 9.18pm.*

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

Cllr S. Williams said all areas of council land should have parking orders, as well as the gully.

Cllr Mrs M. Ellis said some properties had a right to park in the area because of rights inherited from Magna Housing Association, although it was noted they would only have access over council-owned land to access their gardens, not the right to park on council land.

Members asked how long it would take to implement parking orders and how complicated the process was.

The deputy town clerk said a parking order could only be made with the consent of the highways' authority, and the process would take around six months.

The town clerk advised members not to underestimate the amount of work this would require and he suggested it was made an objective for 2018/19.

Proposed by Cllr S. Williams and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to control unauthorised parking at the gully and on other council-owned land with the implementation of parking orders, to agree concrete sets will be dug into the grass surface on spaces 4A and 4B at the gully, and agree that when works are complete to create two new parking spaces at the gully, spaces 4A and 4B are advertised as available to let.

*Cllr O. Lovell left the meeting at 9.31pm.*

**17/48/TMH Request for Use of Strawberry Field**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from a member of the public to use the former pitch and putt area of Strawberry Field up to twice a week for the exercise and training of a difficult rescue dog.

**17/49/TMH Pop-Up Car Park**

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request to install signage and a bin at a pop-up car park in St Andrew's Field.

**17/50/TMH Cracks in Paths in Langmoor and Lister Gardens**

The town clerk said it was the view of the council's geotechnical engineer that the cracks were not an issue but the council might want to check them to be certain.

Members agreed to wait for WDDC's new set of ground monitoring readings before considering if action needed to be taken.

**17/51/TMH Steps at the Gully**

Proposed by Cllr J. Broom and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue works to reinstate steps or a path at the gully.

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

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members **RESOLVED** 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 as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

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

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members **RESOLVED** 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 as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**17/54/TMH Complaints and Incidents Summary**

Members noted the report.

(a) **Park and Ride Facilities at Sidmouth Road and Charmouth Road**

Cllr B. Larcombe asked that himself and Cllr J. Broom were kept in the loop on this matter as chairmen of the Planning Committee and Town Management and Highways Committee, respectively.

In response to a member question, the deputy town clerk said the Sidmouth Road traffic count was broken, resulting in two weeks of lost data, but the counts were average figures, so there was no suggestion the two weeks of lost data had affected the results.

**Proposed by Cllr Mrs M. Ellis and seconded by Cllr R. Doney, members agreed to RECOMMEND TO FULL COUNCIL to:**

- note the information so far collected in support of an application for the permanent use of the park and ride sites at Sidmouth Road and Charmouth Road.
- support, in principle and subject to landowner discussions, the agreement of affordable terms and operator availability, to extend the period of operation of the Charmouth Road park and ride site from the period of the summer school holidays to include the busiest periods from either Easter or Whitsun onwards.
- note the proposal received from First Group to run a registered park and ride service in Lyme for 2018 using two double decker buses running to a scheduled timetable, accepting concessionary fares, with an ability to pick up other passengers 'en route' (at bus stops), with payment for bus use rather than payment for parking and with potential 'profit share' once operating costs have been met.
- note the possible need for on-site management at both park and ride sites at the busiest periods to minimise potential highways' risks and to ensure proper site control is in place.
- agree that Cllr S. Miller continues to liaise with the deputy town clerk and operations manager about the submission of the necessary planning applications, other supporting data and the development of on-site management arrangements.
- support the principle of undertaking all necessary pre-application discussions and negotiations with the planning authority and other affected/interested parties, including Uplyme Parish Council and representatives of the local business community, in order to maximise the level of support for the planning application(s).
- agree that every effort should be made to ensure that the necessary planning application(s) is/are submitted by the end of October 2017, at the latest, to ensure sufficient time is available to agree all operating arrangements prior to Easter 2018.

- agree that the council continues to retain Boon Brown Architects of Yeovil to assist with the preparation and submission of the necessary planning application(s).

**(b) Re-letting of Guildhall Shop**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a request from two local businesses to jointly rent the Guildhall shop.

*The meeting closed at 9.49pm.*

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