



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 S. Miller, Cllr B. Larcombe, 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 16 January 2019 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
11.01.19

### 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 14 November 2018 (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 14 November 2018**

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. Dogs on the Beach**

To provide members with current information regarding dogs on the beach and the Public Space Protection Order relating to dog controls

**9. Speed Indicator Device (SID)**

To allow members to consider further locations and associated costs for deployment of the SID

To inform members of changes in the arrangements which allow SID deployment

**10. Replacement Caravan, 7 Monmouth Beach**

To allow members to consider a request to replace a static caravan at 7 Monmouth Beach

**11. Strawberry Field Bundled Areas**

To allow members to consider building several bundled areas for bulk storage at Strawberry Field

**12. Tiled Areas – Broad Street**

To allow members to consider making a request to Dorset County Council to remove the tiled areas of the pavement on Broad Street

**13. South West Britain in Bloom**

To allow members to consider deferring a decision on costings for the South West Britain in Bloom competition

**14. Review of Christmas and New Year 2018**

To allow members to review the arrangements for council services across Christmas and New Year 2018

**15. Seasonal Concessions**

To allow members to consider applications for the non-motorised watersports' concession for the 2019 season, and for the 2019-2021 seasons

*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 this item in accordance with the Public Bodies (Admission to Meetings) Act 1960*

**16. Complaints and Incidents**

**17. Exempt Business**

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

**a) Agenda item 15 – Seasonal Concessions**

**LYME REGIS TOWN COUNCIL**

**TOWN MANAGEMENT AND HIGHWAYS COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 14 NOVEMBER 2018**

**Present**

**Chairman:** Cllr J. Scowen

**Members:** Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, 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)

**18/44/TMH**

**Public Forum**

**Ms R. Pope**

Ms Pope spoke about the cemetery chapel, as referred to at agenda item 7, Update Report. She said a contributor to the local newspaper recently described one of the 19<sup>th</sup> century chapels as a 'little gem', which in a response to the same newspaper, she had agreed with. She said they were both concerned about water ingress to the roof, which was damaging the stencils on the walls, although this was thankfully being addressed. However, she said other repair work was required, such as the doors. Ms Pope said the more easterly chapel also needed maintenance, such as the stained-glass windows, and this building was sadly being used as a storage room. She said someone else had described it as a 'great shame', which she agreed with, and referred to it as a 'junk room'. She said the platform and the ladder that was put in was probably worth more than all the objects stored there. Ms Pope said she would have liked to see the chapel open to the public during the day for quiet reflection as they visited the cemetery. However, she said the platform had ruined the chapel as it was put in across the main stained-glass windows. Ms Pope said she understood the council had a legal responsibility to maintain the cemetery and its buildings and she had also been told that several people over a number of years had tried to draw attention to the need for ongoing maintenance. She said some people were told money was allocated but nothing was done. She said it seemed to be a case of 'out of sight, out of mind'. With regards to the western chapel, Ms Pope said it would now be more expensive to solve the maintenance problems as the plaster and stencils needed specialist attention. She said several people had done an excellent job of making people aware of the chapels and their interesting history during the annual open days and they had collected a substantial amount of historical information. Ms Pope asked the council to carry out ongoing maintenance to prevent further damage, to carry out work to renovate the chapels, and to install a history information board in the cemetery.

Ms Pope also spoke in relation to agenda item 16, Spittles Lane Landfill Site and she thanked Eve for her report on the site. She said she had recently watched three television programmes regarding landfill sites and also plastics, which she recommended watching. She said some aspects were depressing, but also



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encouraging because of new developments. Ms Pope said directly behind the Charmouth Road allotments there was still a lot of rubbish, including a number of cars, all waiting to slide down into the sea. She said she had been concerned about the amount of metal and other unpleasant things on the beach for some time, which included asbestos, plastics, metal and chemical contaminants. Ms Pope said people tended to either not know the tip was there or they thought the rubbish was Victorian. She said some was Victorian, but a lot wasn't, and there was definitely 20<sup>th</sup> century rubbish as the tip didn't close until the 1970s. She thanked the town clerk for instructing the report and said she had raised the topic of the tip and requested an expert review to start a conversation. Ms Pope said people rightly worried about plastic on the beach and did beach cleans, but they also needed to be concerned about this tip, which she understood was sitting on the most active landslip in Europe. She said the tip needed to be acknowledged, assessed, monitored and appropriate actions taken. Ms Pope said following the programme 'A Rubbish History', she had contacted one of the contributors from Queen Mary University of London who had displayed a map of historic landfill or rubbish sites. She said the tip was registered under the name 'Tip east of Spittles Lane' as a historic landfill site, not as a coastal historic landfill site, despite the fact it would all end up in the sea. Ms Pope said she had a number of questions and requests to the council, which she would send electronically.

#### **Ms S. Moseley**

As manager of the Marine Theatre, Ms Moseley spoke in relation to agenda item 10, Marine Theatre Sign. She said over the past 12 months they had worked hard to improve the reputation and quality of performance at the theatre, which had coincidentally fitted in well with the raising of the profile of Lyme Regis, with events such as Pages of the Sea. She said performances had included regular sell-out shows, comedian Jethro, and a day-time disco for children raising money for Lyme Regis Carnival. Ms Moseley said Sir Ian McKellen would be appearing at the theatre in July 2019 with a one-man show in support of the Marine Theatre and particularly youth theatre. She said this show had sold out within hours. She said the theatre would like to maintain the good relationship with local organisations, especially the town council. As part of this strategy and to future-proof their plan, she said they wanted to improve public awareness of the theatre's location. Ms Moseley said many summer visitors didn't know where the theatre was and even when told, struggled to find it, which was why they believed a sign to the entrance of the archway would be a benefit. She said there was a precedent for a sign above the archway, made of stained glass. She said this was an interesting and aesthetically pleasing piece of theatre history but it wasn't sufficient enough for people to notice and it didn't match today's trend. Ms Moseley said the drill hall sign was also an important part of the theatre's history, which they would like to use, particularly as it was the theatre's 125<sup>th</sup> anniversary next year. She said the mock-up of the proposed new sign within the agenda papers was done at speed and was a very crude artist's impression to be able to demonstrate the kind of thing they were hoping to do. She said the new image, which had been circulated to members, was a better representation of how the sign would look. Ms Moseley said the stained glass was attractive but not noticeable, but the proposed new sign would complement the existing sign, which could only be a benefit to both locals and visitors. She said as the council continued to raise the bar for the prosperity of Lyme Regis, she felt sure this small but important addition would fit in nicely with the council's progressive plans.

DRAFT

**18/45/TMH      Apologies**

Cllr J. Broom – holiday  
Cllr Mrs C. Reynolds – illness

**18/46/TMH      Minutes**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, the minutes of the previous meeting held on 3 October 2018 were **ADOPTED**.

**18/47/TMH      Disclosable Pecuniary Interests**

There were none.

**18/48/TMH      Dispensations**

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

**18/49/TMH      Matters arising from the minutes of the Town Management Committee meeting held on 3 October 2018**

**Beach replenishment**

Cllr B. Larcombe was concerned a lot more sand had been lost during recent storms, which would have significantly changed the beach profile.

The deputy town clerk said Cllr J. Broom had been provided with technical drawings by West Dorset District Council (WDDC), but they wouldn't reflect the current beach levels. He said the beach had replenished itself following storms several months ago, but he didn't know what the long-term effects were. He said he would follow this up with the WDDC engineer.

Cllr B. Larcombe asked if the deputy town clerk could ask the engineer if there was a possibility of extending the break water by 10yds.

**Hydrock traffic survey**

Cllr Mrs M. Ellis asked when the draft report would be available.

The deputy town clerk said it was expected at the end of November.

Cllr R. Doney asked if there had been any contributions from members of the public.

The deputy town clerk said consultation would be carried out through Lyme Voice. He said some other comments had been made during the process but there had been no formal consultation.

18/50/TMH    **Update Report**

**Cash machine**

The operations manager said Cllr Mrs C. Reynolds had been in touch with someone at Cash Zone so there was hopefully some movement.

**Cemetery chapel**

Cllr D. Hallett said there were many issues with the building other than the roof, including water ingress and broken window locks, and a surveyor with experience of church buildings should be asked to survey the building. He said the non-conformist chapel was a mess and all the equipment should be removed.

Cllr Mrs M. Ellis said the non-conformist chapel was used to store equipment for the pantomime society and the musical theatre group.

**Charmouth Road park and ride**

Cllr Mrs M. Ellis asked officers to push for the passenger information and income and expenditure from First bus to allow the council to make a decision on whether to pursue a planning application for the Sidmouth Road site.

18/51/TMH    **Dorset Police Community Safety Accreditation Scheme**

Cllr B. Larcombe said the scheme wouldn't give the officers involved much in the way of arrest powers and he believed the council would be better served in continuing to press the police and crime commissioner to put pressure on central government for more police officers.

Cllr Mrs M. Ellis agreed and said supporting this scheme would effectively mean ratepayers paid twice for policing. She said the council needed to encourage people to report problems to the police to provide the statistics to justify a police presence.

Cllr J. Scowen agreed the council should be pressing for more police officers but believed this scheme would be in addition to that and would provide an immediate solution.

Cllr S. Miller said the case hadn't been proven for this kind of scheme in a town the size of Lyme Regis and he agreed the council should be applying pressure through other available channels.

The administrative officer said the Dorset police and crime commissioner was due to attend a council meeting in February 2019.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** not to hold any further discussions with Dorset Police regarding the Community Safety Accreditation Scheme.

18/52/TMH     **Winter Boat Storage**

Cllr S. Williams said there were now 26 boats on the western section of Monmouth Beach car park, taking up 200 metres and providing an income of £11,680 WDDC. He said he was in favour of the car park being used to store boats, but it was also being used to store other equipment from the slipway. He added that WDDC had put its charges up for boat storage, and the town council should be receiving a fair share of this income.

Cllr Mrs M. Ellis said although the council should be supporting a working harbour by allowing the storage of boats, she was concerned this request had come to the council retrospectively and the boats were already on the car park.

As WDDC had increased its storage charges by 21%, Cllr Mrs M. Ellis suggested the same increase should be applied to the town council's charge to WDDC for use of the land.

It was proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller to approve the request from West Dorset District Council, on behalf of the harbourmaster, to store boats on the western section of Monmouth Beach car park from 1 October 2018 until 1 April 2019, and to instruct officers to charge West Dorset District Council £4,235 plus VAT, which represents a 21% increase on the 2017/18 charge.

This motion was not carried.

Cllr B. Larcombe said this figure was no reflection of the income the council would lose and WDDC was profiting at the town council's expense.

It was proposed by Cllr B. Larcombe to conduct a proper survey of the space occupied by WDDC on the western section of Monmouth Beach car park and work out a formula for how income can be calculated.

This motion was not seconded.

It was proposed by Cllr B. Larcombe to charge WDDC a rate for the western section of Monmouth Beach car park that takes account of the boat racks, as well as the boats.

This motion was not seconded.

Cllr S. Miller said a charging formula was agreed two years ago and he suggested splitting the difference between the 2017/18 charge and the potential income the council could have generated from car parking.

Cllr B. Larcombe suggested a charge of £5,750, the estimated income WDDC would receive based on 20 boats, as outlined in the report.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Hallett, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from West Dorset District Council, on behalf of the harbourmaster, to store boats on the western section of Monmouth Beach car park from 1 October 2018 until 1 April 2019, and to instruct officers to charge West Dorset District Council £5,750 plus VAT.



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Cllr S. Williams requested a recorded vote.

**Voted for** – Cllr J. Scowen, Cllr B. Larcombe, Cllr P. Hicks, Cllr G Turner, Cllr D. Hallett

**Voted against** – Cllr R. Doney, Cllr S. Williams, Cllr Mrs M. Ellis, Cllr S. Miller

**Abstentions** – None

### 18/53/TMH **Marine Theatre Sign**

Cllr B. Larcombe said he would prefer to see finger-post signs pointing to the theatre from Cobb Gate and around the back of the Guildhall as a safer route.

Cllr Mrs M. Ellis said she was not in favour of having two signs in one location and suggested the proposed new sign covered the existing stained-glass sign.

Cllr J. Scowen said it would be a shame to cover the existing art deco sign. He said the existing sign showed up in the dark, while the proposed new sign would be more noticeable in the daytime.

It was proposed by Cllr J. Scowen to approve the request from the Marine Theatre for a new sign on Guildhall Cottage, in addition to the existing.

This motion was not seconded.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** not to approve the request from the Marine Theatre for a new sign on Guildhall Cottage, but to look into additional signage directing people to the theatre from Cobb Gate.

### 18/54/TMH **Gardens' Ground Monitoring**

As a guide, the operations manager said he had received a quote for £2,790 plus VAT for a topographical and ground movement monitoring survey.

It was proposed by Cllr B. Larcombe and seconded by Cllr G. Turner to instruct officers to obtain quotations for the topographical and ground movement monitoring surveys of the Langmoor and Lister Gardens.

This motion was not voted on.

Cllr R. Doney questioned the need for this survey as previous information had indicated there was no real concern.

*Cllr B. Larcombe left the meeting at 7.56pm.*

Cllr R. Doney asked why the town council would pay for this survey and not WDDC.

Cllr J. Scowen said the survey would mark positions at a particular point in time in case there are slippages in the future.

*Cllr B. Larcombe returned to the meeting at 7.58pm.*

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Cllr D. Hallett said lots of monitoring had been carried out in the past and he was sure the monitoring points were still in-situ.

The deputy town clerk said WDDC carried out regular monitoring until recent years but it seemed to have reduced in frequency.

Cllr Mrs M. Ellis suggested asking the local district councillors to follow this up and try to obtain the monitoring results.

Members agreed with this and Cllrs B. Larcombe and G. Turner agreed to amend their motion accordingly.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to obtain quotations for the topographical and ground movement monitoring surveys of the Langmoor and Lister Gardens, and to ask the local members on West Dorset District Council to try and obtain any monitoring results from the district council.

#### **18/55/TMH Memorial Benches**

Members agreed the existing benches on Marine Parade were well-used, but there was some concern there could end up being a proliferation of benches to satisfy demand.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to add 14 memorial benches to Marine Parade as the provision for 2019.

#### **18/56/TMH Water Points on the Seafront**

Cllr S. Williams felt there was a need for a water point outside Marine Parade toilets and as there was already a drain there, this could be easily done.

Cllr Mrs M. Ellis said she didn't see the need for water points as there were already 19 'Refill' stations in Lyme Regis. She said the water fountain in Anning Road playing field was removed due to the risk of Legionnaires' disease and the same risk still existed.

Cllr J. Scowen said although the Refill scheme was in use in Lyme, he had never seen it advertised and he didn't believe it was widely used, which was why he supported water points, in addition to Refill.

Cllr R. Doney said there was no reason the council couldn't ask more businesses on Marine Parade to take part in the scheme and the council could give it more publicity. He said the scheme was also supported by Plastic Free Lyme Regis and he could arrange for stickers to go in the windows of participating businesses.

It was proposed by Cllr S. Williams and seconded by Cllr J. Scowen to install a water point outside the Marine Parade toilets.

This motion was not carried.

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Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** not to install water points on Marine Parade.

#### 18/57/TMH    **Seagull Control**

Cllr B. Larcombe said although the seagulls would go away when the birds of prey were present and return once they were gone, he believed it was worth trialling falconry.

Cllr J. Scowen was in favour of falconry but didn't think one day was enough to have an effect and he believed a few days would be better.

It was suggested the trial could be held over several days of the Easter weekend in 2019.

Cllr Mrs M. Ellis said the council shouldn't specify days in case there was bad weather on those days.

On the hours suggested, i.e. 12pm to 4pm, Cllr S. Miller said this would cost the council £380 per session, which had not been budgeted for. He said a trial day should be held and its success reported back to the council, at which point the council could decide if it wanted to extend the trial. In the long-term, he said the council should look at the success rate and use this method in conjunction with other initiatives.

Cllr R. Doney said it was already known what affect the birds of prey would have, i.e. the seagulls would return once they were gone, but he believed it was worth having a trial for a day. He said the council could then talk about other things it could do to control seagulls, such as working with takeaway outlets.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to a bird control trial with a falconer during a day in the 2019 Easter holidays between 12pm and 4pm.

#### 18/58/TMH    **Langmoor/Lister Woodland Walk Nature Trail**

Members agreed employees should be encouraged to come forward with their ideas.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a proposal by the operations supervisor to create a nature trail in the woodland walk in the Langmoor/Lister Gardens.

#### 18/59/TMH    **Spittles Lane Landfill Site**

Members agreed a letter should be sent to Eve from the council thanking her for her report.

*Cllr Mrs M. Ellis left the meeting at 8.22pm.*

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Members discussed the outstanding issues of land ownership and liability and agreed this needed to be resolved as soon as possible.

*Cllr Mrs M. Ellis returned to the meeting at 8.24pm.*

Cllr D. Hallett said if the town council did own the site, it should be considering how the land could be used to better effect.

#### **18/60/TMH     9 Monmouth Beach and 42a Western Beach**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request to replace a static caravan at 9 Monmouth Beach, providing the footprint is no greater than the existing, and to extend a decking area at 42a Western Beach.

#### **18/61/TMH     Emergency Procedure Review**

The operations manager said it had been requested that the mayor and deputy mayor's contact details were included in the procedure, and he had made these amendments.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the updated emergency procedure, with the addition of the mayor and deputy mayor's contact details.

#### **18/62/TMH     Complaints and Incidents**

Members noted the report.

#### **18/63/TMH     Play Parks**

Proposed by Cllr J. Scowen and seconded by Cllr Mrs M. Ellis, 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.

#### **18/64/TMH     Unit 1a, St Michael's Business Centre**

Proposed by Cllr J. Scowen and seconded by Cllr Mrs M. Ellis, 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.

**18/65/TMH CCTV Project**

Proposed by Cllr J. Scowen and seconded by Cllr Mrs M. Ellis, 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.

**18/66/TMH Cart Road Beach Huts**

Proposed by Cllr J. Scowen and seconded by Cllr Mrs M. Ellis, 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.

**18/67/TMH Parking Enforcement Administration System**

Proposed by Cllr J. Scowen and seconded by Cllr Mrs M. Ellis, 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.

**18/68/TMH Parking Restrictions, South Avenue and Haye Lane**

Cllr Mrs M. Ellis was concerned that introducing parking restrictions in South Avenue would have a knock-on effect in surrounding streets as people would park elsewhere to avoid paying for a permit. She said the new parking permit system used in other residential streets was also being abused as there were no permits on display in vehicles.

Cllr D. Hallett said there was a large car park behind South Avenue where residents could park, so there was no need to park on the street anyway.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue parking restrictions in South Avenue.

Members agreed parking restrictions were needed in Haye Lane due to vehicles parking dangerously on the junction.



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Cllr B. Larcombe asked if all the traffic regulation orders (TRO) the council had put forward could be dealt with en-bloc.

The deputy town clerk said there was no certainty any of the TRO requests would be taken forward by Dorset County Council but he believed it was more likely if the requests were made en-bloc.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to pursue parking restrictions in Haye Lane.

#### 18/69/TMH Exempt Business

##### a) Play Parks

Cllr S. Miller said as there was an opportunity to obtain section 106 funding for replacement equipment at the Henry's Way play area as well as the resurfacing, he believed the council should obtain two further quotations for both replacement play equipment and resurfacing.

Cllr B. Larcombe suggested a company called Proludic could be approached.

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to obtain two further quotes for replacement play equipment and resurfacing of the Henry's Way play area.

Members were concerned there had been no response from the contractors of the Anning Road play area regarding issues with the surface. The operations manager said he would continue to pursue this.

##### b) Unit 1a, St Michael's Business Centre

The deputy town clerk said the council had a share in the ownership of the entire building but it didn't own unit 1a; it rented the unit from Lyme Regis Development Trust.

Members were concerned about this as they believed the council had bought a share specifically for the use of community organisations.

The deputy town clerk said he would check the lease again and bring a report back to the committee to confirm this.

##### c) CCTV Project

Some members were still concerned about what the purpose of the CCTV system was and why cameras were required in certain places, specifically at Anning Road playing field and the gazebo in the gardens.

Cllr R. Doney said the quotes needed further clarification, including whether the town council would be responsible for providing the infrastructure and cabling, and whether the proposed systems would fulfil the council's requirements.

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Proposed by Cllr J. Scowen and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to investigate the quote from Central Southern Security further and, subject to satisfactory explanations to officers and the cost remaining as the lowest quote received, engage them to install the new CCTV systems, with final approval being given to officers to accept the quote on this basis.

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**d) Cart Road Beach Huts**

The operations manager said he had enquired with the three companies what guarantees they would offer on the huts. He said the quotes were based on providing all the huts at once, but since the council's decision to phase delivery over three years, further prices had been sought from the three companies on this basis.

The operations manager said two of the companies would hold their prices for the first 12 huts but couldn't guarantee prices for future years, and one company had increased the price of the first 12 and also couldn't guarantee prices for future years.

The operations manager said one of the companies would provide a log cabin which would be made to look like a beach hut, and the other two companies would provide a product which was more in line with the specification.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the quote from Poultons for replacement beach huts for the Cart Road.

**e) Parking Enforcement Administration System**

Members agreed this would save the council money in the long-run and assist the enforcement officers in doing their job.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to upgrade the council's parking enforcement system, subject to two further quotes, to delegate authority to officers to choose the preferred provider, and for this information to be reported back to members.

*The meeting closed at 9.12pm.*

**19Committee:** Town Management and Highways

**Date:** 16 January 2019

**Title:** Matters arising from the minutes of the Town Management and Highways Committee meeting held on 14 November 2018

**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**

**18/49/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 3 October 2018**

**Beach replenishment**

West Dorset District Council (WDDC) engineers have been asked to consider the long-term effect on beach levels of recent storms and whether there are any further measures which could be reasonably and practicably implemented to minimise the effects.

**Hydrock traffic survey**

All the data has been collected and checked, including the results of the park and ride for 2018. The draft reports are due to be received at the end of this month.

**18/50/TMH – Update Report**

**Cemetery chapel**

The roof tile repairs and cracks inside were repaired just prior to Christmas. A conservation artist has reviewed cleaning and re-stenciling the inside of the chapel and we are waiting for his quote. The cemetery chapel door frame was repaired in-house four years ago and the door remains serviceable. The non-conformist chapel has a broken stained-glass window. Quotes have been sought and it will be booked in for repair soon.

**Charmouth Road park and ride**

All the passenger data and income information has now been received from First Bus. The total number of passengers carried was approximately 26,000. The number of passengers carried on individual days varied from a low of 5 to a high of 1,232. Basic analysis shows the numbers were dependent on a range of factors, but

weather seemed to be the main driver of usage, rather than weekends/weekdays or even school holiday periods.

The lowest levels of use were during the additional May/June weekends which were subsequently added to the contract after it was first drawn up. The benefit of running during this period may need to be further evaluated, as may the group ticket discounts, concessionary fares and in-town pick-up points. Initial discussions have taken place with First Group about a service for 2019 and a detailed report will be brought back to members in due course after the preliminary conclusions of the Hydrock report are known.

**18/51/TMH – Dorset Police Community Safety Accreditation Scheme**

The Dorset Police and Crime Commissioner Martyn Underhill has confirmed he will attend the Full Council meeting on 13 February 2019.

**18/68/TMH – Parking Restrictions, South Avenue and Haye Lane**

At the Full Council meeting on 12 December 2018, the resolution from this council 'not to pursue parking restrictions in South Avenue' was not approved. The following resolution was made: 'to hold off making a decision about parking restrictions in South Avenue.'

Mark Green  
Deputy town clerk  
January 2019

Matt Adamson-Drage  
Operations manager



**Committee:** Town Management and Highways

**Date:** 16 January 2019

**Title:** Update Report

**Purpose of the Report**

To inform members about progress on significant works and issues

**Report**

**Tank traps and bins**

The two tank traps in front of the 11 chalets at Monmouth Beach have been moved further down Monmouth Beach near to the sign posts. The public bins are on the works programme to be moved to the same location soon.

**Millennium Clock**

The clock had some recent electrical issues, both mains and battery, partially due to water ingress, and has not been working. On 16 January 2019 the annual service with the clockmaker has been booked in and the operations manager has also booked in the council's electrical contractors to support.

**Jane Austen steps/Bell cliff steps**

Both sets of steps are in need of repair but ownership of the areas is in doubt. The council's solicitors will be approached to attempt to establish ownership with a view to organising, or asking the owner for, repairs to commence.

**Marine Parade Toilets**

The six-month defects meeting was held at the toilets on 10 January 2019. Richard Stratton (LF Webb - surveyors) and Rob Nichol (Skinner - building contractors) were in attendance with the operations manager. It was agreed not to release the retention amount to Skinner and finally sign off the contract until the last defects have been rectified. These included the child's tap and the toilet seat fittings. Skinner confirmed they would complete these soon.

**Candles on the Cobb Pavilion Toilets' Refurbishment**

The new doors are due for delivery on the 15 January 2019 and will be fitted shortly afterwards. Elements of new toilet furniture will be ordered and fitted soon and the toilets will be repainted inside.

Matt Adamson-Drage  
Operations manager  
January 2019

**Committee:** Town Management and Highways

**Date:** 16 January 2019

**Title:** Dogs on the Beach

**Purpose**

To provide members with current information regarding dogs on the beach and the Public Space Protection Order relating to dog controls

**Recommendation**

Members note the report

**Background**

1. A Public Space Protection Order (PSPO) relating to dog controls was introduced by West Dorset District Council (WDDC) in October 2017. The PSPO is in force for three years and includes regulations relating to dogs on the sandy beach. The PSPO allows dogs on the beach (on or off a lead) between 1 October and 30 April, but requires dogs to be on a lead on the rest of the seafront and in the gardens all-year-round.
2. Although this council supported the introduction of the PSPO, it did not agree to extending the period when dogs were allowed on the sandy beach and would have preferred to ban dogs from the sandy beach all-year-round.
3. Since the introduction of this PSPO there have been numerous complaints about dogs defecating, urinating and being out of control on the sandy beach. Most recently, a child was bitten on the beach by a dog off the lead; this matter was raised by Cllr O. Lovell at the Full Council meeting on 12 December 2018.
4. The town council's enforcement officer dealt with this incident. He arrived on the scene after the event and consequently did not collect any contact details from the relevant parties. It is unknown whether the family concerned reported the matter to the police.
5. Any complaints received by this council have been acknowledged and forwarded to the relevant WDDC officer.

**Report**

6. Due to the number of complaints received by this council, the town clerk is preparing a letter to send to WDDC to express the council's concern at how the situation has deteriorated since the introduction of the PSPO.

## AGENDA ITEM 8

7. Cllr D. Turner requested this matter was considered by WDDC's Overview and Scrutiny Committee and it will be included on the agenda for 22 January 2019.
8. Officers have forwarded to WDDC the letter and photographs from the family of the child who was bitten, with their consent.
9. Cllr O. Lovell also requested at the Full Council meeting on 12 December 2018 this council pursued a prosecution following the incident. As the council does not have any details of the owner of the dog, a prosecution cannot be pursued. Furthermore, any prosecution would need to be instigated by the child's family.
10. As the issue is due to be considered by WDDC on 22 January 2019, officers would recommend this course of action is followed for the time being. The town clerk will request his letter is made available to the committee.
11. The PSPO expires in October 2020 but the process of review and consultation will start this year; this will be the council's opportunity to contribute to the process and try and influence any subsequent order.
12. The review process is as follows:
  - Design the content of public consultation (working group)
  - Report to committee seeking approval of consultation content
  - 12-week public consultation
  - Collation and review of responses
  - Consideration of responses (officer/member working group) together with:
    - evidence of historical impact of the previous PSPO;
    - consideration of equalities issues;
    - review of any evidence to support suggestions that changes/new requirements are necessary, leading to development of proposals for the next order meeting required legal standards
  - Compilation of committee report with draft order
  - Proceeding reports through relevant committee structure – reports to be written, amendment proposals from one committee to be included in report to next stage
  - Final decision
  - Stand-still period to provide opportunity for legal challenge
  - Order becomes 'live'
13. Ordinarily this process can take eight or more months, but with all the changes which will come about by the implementation of a new council, with new committee structures and decision-making processes, this period may be significantly longer. Therefore, to ensure the next order is in place by the time the existing one expires, to avoid a period without an

## **AGENDA ITEM 8**

order when no enforcement can take place, Dorset Council intends to start the process in good time.

14. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

Matt Adamson-Drage  
Operations manager  
January 2019

**Committee:** Town Management and Highways

**Date:** 16 January 2019

**Title:** Speed Indicator Device (SID)

**Purpose**

To allow members to consider further locations and associated costs for deployment of the SID

To inform members of changes in the arrangements which allow SID deployment

**Recommendation**

Members consider adding two further locations at Charmouth Road and Sidmouth Road for deployment of the speed indicator device and the associated cost

**Background**

1. The SID is regularly deployed at Timber Hill. However, to ensure drivers do not become used to the device and for it to be most effective it is recommended that it is regularly moved to different sites. There are no other evaluated sites in Lyme Regis.

**Report**

2. The Safer Traffic Team from Dorset County Council (DCC) met with the operations manager on 2 November 2018. They recommended a survey on Sidmouth and Charmouth Roads as suitable alternative locations, at a total cost of £400 +VAT. Assuming these roads meet the required criteria, suitable locations for posts on which to mount the SID will be identified.
3. They also said the existing SID is coming to end of its shelf life, and while it can still be used, but if the council wishes to upgrade, there are real benefits to the new solar SIDs. The display is brighter, installation is easier on the respective posts and there is no requirement to regularly change the battery. A solar SID would cost approximately £2,150 +VAT.
4. The Safer Travel Team was recently instructed by the DCC legal team to revoke the existing service level agreement allowing communities to deploy a SID on the highway, and they have recommended it is replaced with a Section 72 highways licence. In terms of the current operation, nothing has fundamentally changed. The operations manager has signed and returned the Section 72 licence.
5. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

Matt Adamson-Drage  
Operations manager  
January 2019

**Committee:** Town Management and Highways

**Date:** 16 January 2019

**Title:** Replacement Caravan, 7 Monmouth Beach

**Purpose**

To allow members to consider a request to replace a static caravan at 7 Monmouth Beach

**Recommendation**

Members approve the request to replace a static caravan at 7 Monmouth Beach

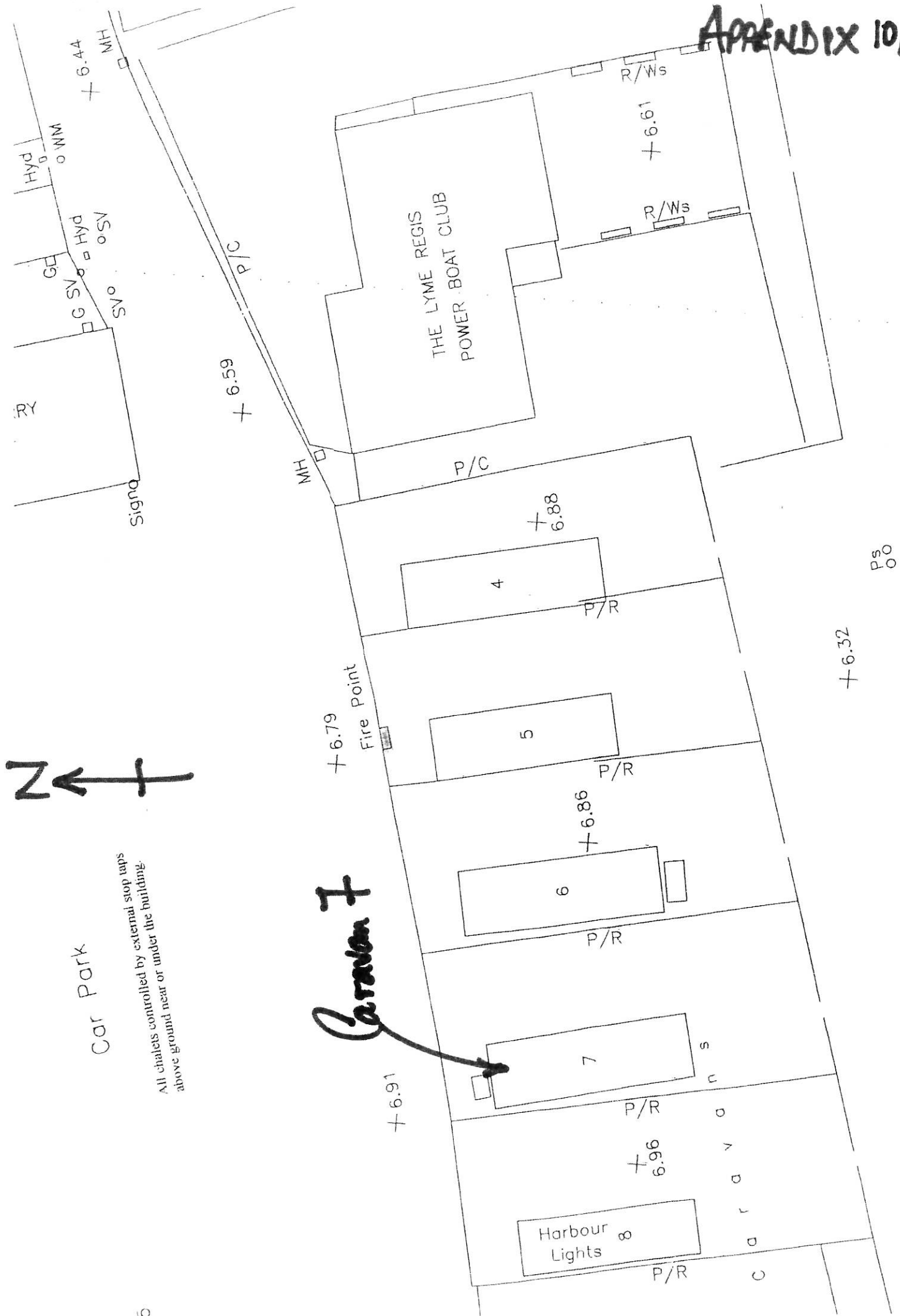
**Report**

1. The owner of the static caravan at 7 Monmouth Beach has requested permission to replace it with a similarly-sized but newer model. The intention is to position it in the same location as the existing caravan and to carry out the work 'out of season'; preferably by the end of February. The site is indicated on the plan attached as **appendix 10A**, and the type of caravan proposed is shown in the illustration attached as **appendix 10B** (minus decking).
2. Caravan 7 is one of the oldest on the seafront and the proposed replacement is very similar to the two neighbouring caravans. The proposal is considered to be acceptable and it is recommended that it be approved.
3. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

Mark Green  
Deputy town clerk  
January 2019



# APPENDIX 10A





## APPENDIX 10B.



Find out more at [swiftgroup.co.uk](http://swiftgroup.co.uk)



**Committee:** Town Management and Highways

**Date:** 16 January 2019

**Title:** Strawberry Field Bunded Areas

**Purpose**

To allow members to consider building several bunded areas for bulk storage at Strawberry Field

**Recommendation**

Members agree to build bunded areas at Strawberry Field for bulk storage

**Background**

1. Bulk purchases of gravel, sand, manure, salt, etc have not been possible due to the lack of storage areas available. Generally, the current practice is to purchase these types of product as required in 20kg bags.

**Report**

2. To create work efficiencies and cost savings, dedicated storage areas could be constructed. This will allow bulk product purchase.
3. Seven areas on one concrete base could be created to store sharp sand, building sand, 20mm gravel, salt, manure, compost and woodchip.
4. The site selected will need to be as secure as possible from opportunist theft but readily available for vehicles to easily operate to and from.
5. The leaseholder, Cliff Powley, has been contacted and he is amenable to the creation of bunded areas.
6. Costings for this project are not known in detail at the time of writing but I would expect this to not be more than £5,000 +VAT. Members should be aware this item of expenditure has not been budgeted for.
7. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

Matt Adamson-Drage  
Operations manager  
January 2019

**Committee:** Town Management and Highways

**Date:** 16 January 2019

**Title:** Tiled Areas – Broad Street

**Purpose**

To allow members to consider making a request to Dorset County Council to remove the tiled areas of the pavement on Broad Street

**Recommendation**

Members agree to make a request to Dorset County Council to remove the tiled areas of the pavement on Broad Street

**Report**

1. The tiled areas of the pavement on Broad Street are slippery and dangerous when wet. This issue was raised by Cllr D. Turner when he recently met with Dorset County Council (DCC) highways officers in Broad Street.
2. Officers can find no historic reason or otherwise why these areas exist and requests have been made by the town council in the past for the tiles to be replaced.
3. For DCC to be able to consider adding this to future works, a request must come from the town council.
4. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

Matt Adamson-Drage  
Operations manager  
January 2019

**Committee:** Town Management and Highways

**Date:** 16 January 2019

**Title:** South West Britain in Bloom

**Purpose**

To allow members to consider deferring a decision on costings for the South West Britain in Bloom competition

**Recommendation**

Members agree to defer a decision on costings for South West Britain in Bloom

**Background**

1. The idea of re-introducing the Lyme in Bloom Awards in 2019 was discussed by this committee on 3 October 2018, as well as the suggestion the town enters the South West in Bloom Awards.
2. It was recommended by the committee, and subsequently resolved by the Full Council on 31 October 2018 'to support the idea of re-introducing Lyme in Bloom Awards in 2019, and to support, in principle, a three-year programme of gardening/planting in the Langmoor and Lister Gardens and across the town to bring them to competition standard with a view to entering the South West in Bloom Awards in three years, subject to approval of an appropriate budget.'

**Report**

3. The operations manager has had further discussions with the gardening team and it has become apparent we would not be ready to enter such a high level horticultural competition until 2024 at the earliest.
4. The Langmoor and Lister Gardens, in terms of horticulture, require complete regeneration to be the showcase for any attempt to enter South West Britain in Bloom. Regeneration is required anyway and has already begun within the gardens' budget but will be the primary focus of a newly-appointed head gardener. Once the gardens are at a better position to be able to start from, having redeveloped the soil condition in all the beds for example, a discussion on the possibility of entering South West Britain in Bloom and associated costings may be appropriate; perhaps in two years' time. This would include discussion about other areas of the town that would need attention such as raised planters in car parks and gardening elsewhere. At this stage, the gardening team and the operations manager believe any discussion about costs would be premature.
5. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

Matt Adamson-Drage  
Operations manager  
January 2019

**Committee:** Town Management and Highways

**Date:** 16 January 2019

**Title:** Review of Christmas and New Year 2018

**Purpose**

To allow members to review the arrangements for council services across Christmas and New Year 2018

**Recommendation**

Members note the report

**Background**

1. Lyme Regis was unusually busy this Christmas but, in particular, on New Year's Day when the Lyme Lunge took place. This was largely due to the weather and the way the Christmas holiday fell in the calendar.

**Report**

2. While the member of staff on duty coped admirably, it would be advisable next year to have a second member of staff on standby to be called into work.
3. It would also be prudent to ask Dorset Waste Partnership for an extra 1,100ltr bin to meet the waste demands as we storage capacity was stretched.
4. The operations manager intends to put these actions in place for next year.
5. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

Matt Adamson-Drage  
Operations manager  
January 2019



Complaints and Incidents Summary – 14 November 2018 – 16 January 2019

Complaints and incidents dealt with by LRTC

No.	Date	Incident?	Where?	When did it occur/when noticed?	Item reported to	LRTC action
1670	07/11/2018	Bubbling drain	South Ave, Lyme Regis	7/11/2018	Matt	
1671	28/11/2018	Tree in river Lym	Between Woodmead Rd and Colway Lane	28/11/2018	Pete	Moved to safe place to be shredded
1672	28/11/2018	Gates opening outwards in play park	Anning road play park	28/11/2018	Pete	
1673	29/11/2018	Bulb required on lamp post	Pound street	22/11/2018	Matt	Being repaired on 7 <sup>th</sup> Dec 2018
1674	03/12/2018	Fallen fence panel	Summerhill rd	03/12/2018	Steve	

Complaints and incidents dealt with by West Dorset District Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
1675	02/01/2019	A boards blocking pavement	Entrance to Drakes Way	02/01/2019	online	1116087