



John Wright
Town Clerk

Lyme Regis Town Council

Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

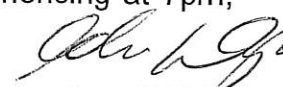
email: enquiries@lymeregistowncouncil.gov.uk

Tel: 01297 445175
Fax: 01297 443773

Town Management and Highways Committee

Core Membership: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe MBE, Cllr D. Sarson, Cllr J. Scowen, Cllr G. Stammers, 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 11 September 2019 commencing at 7pm, when the following business is proposed to be transacted:


John Wright
Town Clerk
06.09.19

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

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 26 June 2019 (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 26 June 2019

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. VE Day Commemorations, 8-10 May 2020

To allow members to consider VE Day commemorations from 8 to 10 May 2020

9. Dorset Council's CCTV Project

To allow members to consider applying for grant funding for the link installation for Dorset Council's pan-Dorset CCTV project which allows Dorset Police access to monitor the council's CCTV system

To consider installation of a CCTV camera at the top of Broad Street to view the majority of Broad Street and vehicle movements

10. Private Beach Huts on Cart Road

To allow members to consider what action to take to bring privately-owned beach huts on Cart Road into line with the new 'pitched-roof' specification

11. Guildhall Car Parking

To allow members to decide whether to increase car parking spaces for members, staff and visitors in the Guildhall car park by creating a wider ramped access to the higher tiered area

12. Winter Boat Storage

To allow members to consider a charge to Dorset Council for winter boat storage on the western section of Monmouth Beach car park

13. Blue Sea Cafe Roof Quotes and Letting

To allow members to note the preferred quote for the repairs to the roof of the Blue Sea Café and the latest position with the marketing of the premises and to approve members to sit on a panel to consider the selection of a tenant

14. Public Space Protection Order

To inform members of recent proposals by Dorset Council to continue the current dog-related Public Space Protection Order covering Lyme Regis in force until 31 December 2020, i.e., for six weeks beyond the expiry of the current Order (15 October 2020)

15. Committee Objectives 2019-20

To allow members to consider and review objectives within this committee's remit and to identify up to two lead members for each objective

16. Complaints and Incidents

17. Exempt Business

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 JUNE 2019

Present

Chairman: Cllr J. Broom

Members: Cllr Ms B. Bawden, Cllr R. Doney, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr D. Sarson, 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 P. Williams (operations supervisor)

19/01/TMH Election of Chairman and Vice-Chairman

The mayor, Cllr B. Larcombe opened the meeting.

Cllr J. Scowen nominated Cllr J. Broom as chairman of the Town Management and Highways Committee, seconded by Cllr S. Williams.

There being no other nominations, Cllr J. Broom was duly **ELECTED** as chairman of the Town Management and Highways Committee.

Cllr J. Broom nominated Cllr J. Scowen as vice-chairman of the Town Management and Highways Committee, seconded by Cllr D. Sarson.

Cllr G. Turner nominated Cllr S. Williams as vice-chairman of the Town Management and Highways Committee, seconded by Cllr B. Larcombe

Cllr J. Scowen was duly **ELECTED** as vice-chairman of the Town Management and Highways Committee.

19/02/TMH Terms of Reference

The committee **RECEIVED** its terms of reference.

19/03/TMH Public Forum

Mr S. West

Mr S. West spoke in relation to agenda item 12, Weed Spraying and said he fully supported all the findings in the report. He said one thing not mentioned in the report was the damage glyphosate was scientifically proven to do to the bee population. He said many studies had been done proving glyphosate affected the gut bacteria of bees and was a contributory factor to the declining number of bees in the countryside and gardens, and he was convinced widespread use of glyphosate was a contributory

factor. Mr S. West asked the council to stop using the dangerous poison. He said there were many lawsuits going on in America, some extending to £2 billion, against the manufacturers of these products. He said he would hate to see the council sued by its own employees for continuing the use of something which was now a probable carcinogen. He asked the council to consider carefully whether it should continue using it or find an alternative.

Mr S. Philips

Mr S. Philips spoke on the same agenda item. He said he didn't know anything about council procedures but this issue was very important to him. He said the use of glyphosate products couldn't go on. He said the report on the agenda talked about the few councils that had banned the product, but this was the tip of the iceberg. He said those councils were leading the way, in the way it had to be. Mr S. Philips said he didn't want the product used within 100 miles of him, it was a killer, and it had to be stopped. He said this council could show the way to the rest of the county.

Mr N. Ball

Mr N. Ball spoke in relation to agenda item 14, Henry's Way Play Park. He said he hoped the public would be able to remain in the room for that debate.

Mr N. Ball also spoke about the lighting project in the gardens. He said he had spoken to the Dorset ranger about the effect of the scheme on the wildlife habitat and questioned whether any permission had been granted from Dorset Wildlife or Dorset Council.

Mr N. Ball said at the annual town meeting he had expressed a concern about the town bus and asked that it be put on an agenda for the council to consider allowing people with a Gateway Card to use it for free. He said the service could be opened up to the town, it would cut down on pollution as people wouldn't take cars, and there was the possibility of an electric bus.

Mr N. Ball also spoke about weed spraying. He said he had been a horticulturalist for many years and he had used glyphosate products and Roundup many times. He said he was undecided about its continued use as he believed it should still be used on certain areas with hard surfaces, but the council had to question what the alternative was. He said he would recommend using it in small doses on problem weeds. Mr N. Ball said people didn't realise the implications of banning the product because the council didn't have the staffing levels to deal with the work.

Mr N. Ball also spoke about the cemetery and said he was concerned about lack of communication which had led to a delay in a burial. He said he was also concerned with the way graves were marked with an old broom handle, which had upset the family of a deceased person. He said a cross could be used instead.

Mrs T. West

Mrs T. West commended the council for cutting around wildflowers near the football club and said it had been remarkable to see such care and attention being given. She said it took longer to deal with weeds in this way but it made Lyme Regis stand out as

having a council that cared. She said bees were needed more than ever before but their numbers were declining, so something had to be done to encourage them and wildflowers definitely made a huge difference.

Mrs T. West also spoke about weed spraying. She said using glyphosate on hard surfaces would result in a run-off into waterways and creatures being killed. She said weeding by hand was a longer process but there were more natural ways to deal with weeds. She said it was good to see Lyme Regis taking a strong step forward on this.

19/04/TMH Apologies

There were none.

19/05/TMH Minutes

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, the minutes of the previous meeting held on 10 April 2019 were **ADOPTED**.

19/06/TMH Disclosable Pecuniary Interests

Cllr D. Sarson declared a pecuniary interest in agenda item 14, Henry's Way Play Park, as his house was next to the park.

19/07/TMH Dispensations

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

19/08/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 10 April 2019

Roof replacement above the Swim, the antique and craft centre, and the amusement arcade

Cllr B. Larcombe was concerned the project timescale was as broad as 12 to 16 weeks as he believed there should be a definite completion date.

Refurbishment of council offices

Cllr B. Larcombe was concerned members had not seen the survey and he asked when they would see the draft plans.

The deputy town clerk said the project was a long way off that point as it needed to be properly discussed with members first and no decisions could be made until the council had decided if it wanted to provide any kind of tourist information services.

Several members said they would like to see a target date for the office move into the current tourist information centre.

19/09/TMH Update Report**ATM**

The operations manager said he would continue to pursue CashZone on the possibility of submitting a planning application for the bottom of Bell Cliff. If this was the case, Cllr J. Broom said it would be of benefit if members attended Dorset Council's planning committee meeting to support the application.

Winter boat storage at Monmouth Beach

In response to a member question, the operations manager said payment had still not been received from Dorset Council (DC). The deputy town clerk added that this matter had been included in an email to DC's executive director of place.

Blue Sea Café

The deputy town clerk said the problems at the site were more serious than originally thought and quotes for the work required were being obtained, although contractors were not available for at least four weeks.

Barber surf rake

Cllr B. Larcombe suggested the harbourmaster's store could be used to store the rake, as it was noted the lease with DC had expired.

It was agreed this would be taken to the Strategy and Finance Committee for further consideration.

Gardens refurbishment

The chairman invited Mr N. Ball to talk about his recommendations for the gardens following the site meeting with the operations manager.

Mr N. Ball made a number of recommendations, which included weeding and re-vamping flower beds, splitting up the workforce and ensuring some gardeners were kept in the gardens at all times, spot spraying on paths, filling in cracks on the paths, and signs to inform the public that work was going on. He said he would provide his detailed recommendations to officers.

Cllr B. Larcombe asked what he believed should be the priority tasks for the next month.

Mr N. Ball said he believed the priorities were revamping three flower beds which contained mare's tail and brambles, filling in the cracks in the paths, and cutting back any plants protruding at eye level.

The operations supervisor said signs informing the public of the work taking place had been made but they hadn't been put out and he would follow this up.

The operations manager said the recommended work was possible but it would cost a considerable amount of money and it would also mean other areas of the town wouldn't be serviced if all the gardeners were deployed only in the gardens for a period of time.

19/10/TMH Beach Disabled Access

Cllr R. Doney said pre-owned conveyor belts were used at Beer and suggested this was looked into. He said the council also needed to check with its insurers if it was covered for the hiring out of two ordinary wheelchairs.

Cllr J. Scowen said he was also aware of rubber matting from a quarry being used.

Members were generally in favour of rubber matting on the pebbles to allow easier disabled access and the purchase of two ordinary wheelchairs, but agreed further information was required on costs.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree in principle to introduce rubber matting to the pebble side of the groyne to allow easier access to the shoreline, and to purchase two ordinary wheelchairs to enhance the council's offer for disabled people on the seafront, subject to further details on costings being considered by the Full Council on 24 July 2019.

19/11/TMH Gardens Handrail Replacement

Several members were in favour of recycled plastic timber as they required less maintenance.

It was proposed by Cllr J. Scowen to use recycled plastic timber for the replacement handrails in the seafront gardens.

This motion was not seconded.

Cllr Ms B. Bawden said she was in favour of metal handrails because there would be four different materials if recycled plastic timber was used. She said this would also support the council's aim of going plastic-free.

Cllr R. Doney asked officers which they would recommend in terms of installation and maintenance.

The operations manager said in considering cost, he would recommend metal. The operations supervisor said if the recycled plastic timber was graffitied or burnt they would need to be replaced, whereas metal railings could be re-painted, so he would also recommend metal.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to replace wooden handrails and posts in the seafront gardens with metal.

19/12/TMH Weed Spraying

Cllr J. Scowen said he was in favour of an immediate ban of glyphosate-based products. He said the council should do this as a priority and then consider an alternative to getting rid of weeds.

Cllr Ms B. Bawden said she had spoken with Bridport Town Council, which banned the product in September 2018, and it had reported there had been no problems and no extra costs.

Cllr Ms G. Stammers said members needed to consider how the employees felt about using the product.

The operations manager said the workforce was divided – half objected to using the product and half didn't mind using it.

Some members were concerned there had already been a discussion about the gardeners' heavy workload and an agreement they would focus on the seafront gardens for a set period, and that banning the product and hand weeding instead would create extra work for them.

Cllr Ms B. Bawden said Bridport Town Council had teams of volunteers who helped the staff. Cllr J. Scowen said he believed the public would come forward and help to weed by hand, and he volunteered to help with the weeding.

Cllr J. Scowen left the meeting at 8.38pm.

Several members believed there needed to be an effective alternative in place before the council banned glyphosate-based products, which was still licensed.

Cllr J. Scowen returned to the meeting at 8.40pm.

Proposed by Cllr J. Scowen and seconded by Cllr Ms B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council bans the use of glyphosate-based products immediately.

Cllr Ms B. Bawden left the meeting at 8.41pm.

19/13/TMH Speed Indicator Device

Members agreed they would prefer the old location in Sidmouth Road as it was closer to the junction with Clappentail Lane.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the speed indicator device is located in Charmouth Road and in the old location in Sidmouth Road, in addition to Timber Hill and instruct officers to consult local residents before pole installation; to approve the purchase of a solar-powered Vario speed indicator device; and to offer the obsolete device to Thorncombe Parish Council.

Cllr D. Sarson left the meeting at 8.48pm in line with his declaration of pecuniary interests.

19/14/TMH Henry's Way Play Park

Cllr B. Larcombe said he was not in favour of goal posts as the park was too close to houses, and he wasn't sure seesaws were well used.

It was proposed by Cllr J. Scowen to approve the designs from Proludic for the refurbishment of Henry's Way play park, without the goal posts or the seesaw.

This motion was not seconded as it was noted the goal posts were not included in the Proludic design.

Cllr Mrs M. Ellis said she favoured the lower quote from Proludic, which included black floor surface instead of coloured, and no finger sign panels or talk tubes. She said this would allow for any remaining section 106 funds to be used to enhance the toddler area at Anning Road play park.

The operations manager said no further equipment could be installed without extending the toddler area.

It was proposed by Cllr J. Scowen to approve the designs from Proludic for the refurbishment of Henry's Way play park.

This motion was not seconded.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the designs from Proludic for the refurbishment of Henry's Way play park at the lower quote, which includes black wetpour surface but no finger sign panels or talk tubes.

Cllr D. Sarson returned to the meeting at 9pm.

19/15/TMH Hydrock Report

It was noted the report had achieved two main outcomes: it had proven the need for improved signage to direct people to Charmouth Road park and ride, and had shown the case for the continued use of Sidmouth Road park and ride no longer stood.

Cllr J. Broom said there was still work to be done in terms of parking charges and the need for a consistent charging structure across all car parks.

Cllr Mrs M. Ellis said the council needed to give some thought to a park and ride that could incorporate Lyme Regis and Charmouth in future, which members agreed with.

19/16/TMH Complaints and Incidents

Members asked that the completion date of each complaint/incident was included in the report in future.

The meeting closed at 9.07pm.

Committee: Town Management and Highways

Date: 11 September 2019

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 26 June 2019

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

19/03/TMH – Public Forum

Further to Nigel Ball's comments in the public forum regarding the marking of graves in the cemetery, he kindly made two wooden crosses for the council to use as grave markers.

19/09/TMH – Update Report

Winter boat storage

Payment for winter boat storage was received from Dorset Council on 8 April 2019, despite a report to the previous meeting of this committee that the payment had not been received.

This was due to unallocated remittance which was paid at the time West Dorset District Council ceased to exist and the new Dorset Council was formed. Following enquiries, it was confirmed the payment was for winter boat storage.

Gardens refurbishment

Information on the gardening programme in the Langmoor and Lister Gardens was provided in the members' briefing on 12 July 2019. All deadlines were met and the priority areas were dealt with, including three flower beds containing mare's tail and brambles, filling in cracks in the path, and cutting back plants protruding at eye level.

There are 25 flower beds in the gardens and they are on a rolling programme of replenishment, soil conditioning, weeding and removal of dead plants. Shrubs for the first bed are expected to arrive w/c 16 September 2019.

The normal works' programme has resumed following this special project and any free time the gardeners have is dedicated to the upkeep of the gardens. Signs informing the public of the improvement works are still on display as the work continues.

The operations supervisor is also looking into purchasing coconut matting to help suppress weeds.

19/10/TMH – Beach Disabled Access

It was resolved by the Full Council on 24 July 2019 'to approve the purchase of rubber matting and two wheelchairs for hire to the public'.

Two regular wheelchairs have been purchased (one transit chair, one self-propelled chair) and will be hired under similar terms to the existing beach wheelchairs.

The operations manager remains in discussion with the quarry company, which is providing a conveyor belt free-of-charge, for delivery of the belt. Weight has been of some concern and we are working to get shorter lengths of belt cut for easier transportation.

19/11/TMH – Gardens Handrail Replacement

Contractors have been engaged to measure up for replacement handrails from the Sir George Somers statue to the east of the woodland walk bridge.

19/12/TMH – Weed Spraying

The use of glyphosate-based products has stopped immediately and all weeding is now taking place by hand.

The operations supervisor is looking into purchasing a mechanical weed rip brush, which is a more efficient method of weeding on hard surfaces.

19/13/TMH – Speed Indicator Device

At the time of writing, the pole installation had been arranged with Dorset Council Highways and should be in place soon. A purchase order has been sent for the new device.

19/14/TMH – Henry's Way Play Park

The operations manager held a meeting with the contractor on site on 15 August 2019.

Work to remove the existing fencing and install new fencing will commence w/c 9 September 2019.

Weather permitting, the refurbishment of the park will commence on 7 October 2019 and is expected to take two weeks.

The park will be closed while the fencing and refurbishment works take place.

Matt Adamson-Drage
Operations manager
September 2019

Committee: Town Management and Highways

Date: 11 September 2019

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Largigi – alfresco licence

A meeting has been arranged with Dorset Council about some of the issues affecting uses on Marine Parade. Any update will be provided verbally at the meeting.

Roof project

Invitations to tender for this work, together with the associated contract documents, will be sent out on 6 September 2019 with a return date of noon on 4 October 2019. As agreed at the extraordinary meeting of Full Council held on 4 September 2019, the results of this process will be reported to the next meeting of this committee and a further extraordinary meeting of Full Council, both of which will be held on the evening of **16 October 2019**.

This is a change of date (from 23 October 2019) from the approved calendar of meetings. Human Resources Committee will be moved from 16 October to 23 October 2019 to facilitate this change

This change will allow adequate time for the tenders to be scrutinised prior to 16 October 2019, whilst giving slightly more time for contractor mobilisation prior to the preferred start date of 11 November 2019.

Signage from A35

As instructed by members, a letter was written to the regional director of Highways England on 25 June 2019 requesting their support and engagement in working collaboratively with the Devon and Dorset highway authorities and Lyme Regis Town Council to develop, agree and implement a signage and access strategy for the town from the A35 strategic route.

The local MP also supported the request and wrote separately to Highways England.

Although the town council's letter has never been directly answered, the MP has now received a response and an officer has been identified within Highways England to lead on the matter. The relevant corporate director at Dorset Council has also agreed to participate.

An initial meeting will be arranged as soon as possible. This is likely to be at a technical level in the first instance, but subsequent meetings may well require wider political input and engagement.

Gardens lighting project

At the time of writing, the lighting project was due to complete, including testing, by 7 September 2019. A formal switch-on time/date of the evening of 13 September 2019 has been provisionally agreed and will be confirmed with all members and other invitees as soon as possible.

Electric charging points

In pursuance of projects around the climate emergency, the operations manager will commence investigation into electric charging points in Woodmead car park.

Electric vehicle purchase

The electric vehicle purchased for waste collection is expected to be delivered w/c 9 September 2019. This will free up the mule for gardening use and allow the cleansing operative to operate more efficiently.

Wildflower planting

In accordance with the proper management of wildflower areas, the bank outside the football club on Charmouth Road was trimmed and raked away in August to help promote re-growth in the spring.

Wildflower seeds including eight species of flower have been ordered and will be sown on the round flower bed in the gardens below the Alexandra Hotel. They will be sown in October and will hopefully flower in July to September next year.

Matt Adamson-Drage	Mark Green
Operations manager	Deputy town clerk
September 2019	

Committee: Town Management and Highways Committee

Date: 11 September 2019

Title: VE Day Commemorations, 8-10 May 2020

Purpose of the Report

To allow members to consider VE Day commemorations from 8 to 10 May 2020

Recommendation

Members consider if they want to participate in VE Day commemorations and, if so, form a working group to decide what celebrations and commemorations can be achieved for VE day 75

Background

1. The Second World War Victory in Europe (VE) Day 75th anniversary commemorations will take place across the UK on the weekend of 8 to 10 May 2020. The early May public holiday has already been moved to Friday 8 May 2020 by the Government to accommodate three days of commemorations. It was at 3pm on 8 May 1945 that prime minister Winston Churchill announced that the war in Europe was over.

Report

2. The UK Pageantmaster, Bruno Peek LVO OBE OPR, has already begun to coordinate national events. Full details of events can be seen at www.veday75.org
The list of events includes:

Friday 8 May

2.55pm Buglers playing the last post from the top of the Four Peaks
3pm Bagpipers playing Battle's O'er and VE Day 75
3pm A Nations' Toast to the Heroes of WW2 – pubs and clubs
6.55pm Town criers: A Cry for Peace around the World
7pm Ringing Out for Peace – Church bells

Saturday 9 May

All Day Street parties (continuing into Sunday).

Sunday 10 May

10.30am Church services – reading of A Tribute to the Millions and the playing of the Last Post and Reveille

3. In collaboration with the town crier, Alan Vian, the operations manager has already signed up to 'A Cry for Peace around the World' and has requested a quote to replace the old beacon brazier, should that be required.
4. Should members wish to co-ordinate a street party, any necessary road closures will need to be organised as soon as possible.

Committee: Town Management and Highways Committee

Date: 11 September 2019

Title: Dorset Council's CCTV Project

Purpose of the Report

To allow members to consider applying for grant funding for the link installation for Dorset Council's pan-Dorset CCTV project which allows Dorset Police access to monitor the council's CCTV system

To consider installation of a CCTV camera at the top of Broad Street to view the majority of Broad Street and vehicle movements

Recommendation

- a) Members approve applying for grant funding for the link installation for Dorset Council's pan-Dorset CCTV project which allows Dorset Police access to monitor the council's CCTV system.
- b) Members approve the installation of a CCTV camera at the top of Broad Street to view the majority of Broad Street and vehicle movements

Background

- 1. Dorset Council's pan-Dorset CCTV project allows Dorset Police to monitor the CCTV footage from a council's own CCTV cameras, over the internet, at the police CCTV operations centre. Currently Bridport, Dorchester and Weymouth and Portland Councils have their CCTV monitored by the police for 12 hours a day.
- 2. The town clerk and operations manager met with Inspector Darren Stanton on 11 January 2019. He spoke, among other topics such as Broad Street CCTV, about the Dorset Council's CCTV project initiative, which was also raised by the police and crime commissioner, Martyn Underhill, at the Full Council meeting on 13 February 2019.
- 3. Inspector Stanton put officers in touch with Peter Davies, licensing and community safety manager for Dorset Council. Peter Davies is dealing with the project on behalf of several councils. The town clerk and operations manager met with Peter Davies on 6 February 2019.
- 4. The Town Management and Highways Committee discussed the issue on 27 February 2019 and recommended Lyme Regis being included in the scheme on a no-cost basis.
- 5. Peter Davies emailed the operations manager on 7 March 2019. He said to link the town council system into Dorset Council's pan-Dorset CCTV system would require a fibre link between the office and their data centre. Indicative costs of putting in a new line is around £7,500. There would also be an associated annual line rental

which would be the responsibility of the town council and which is usually around £1,200 per annum.

Report

Dorset Council CCTV Link

6. The operations manager has pursued the Office of the Police Crime Commissioner (OPCC) for funding for the required link installation and has recently been informed that an application for grant funding would be required and that the OPCC would not meet the entire cost. The operations manager asked how much the OPCC would be willing to fund; 80% OPCC // 20% town council was discussed as a possibly acceptable solution.
7. As this is not now a no-cost project, if council wishes to proceed, the operations manager will apply to the OPCC for grant funding of £6,000 towards the project.

Broad Street CCTV

8. A CCTV camera in the area of the Broad Street/Silver Street junction would require approval from Dorset Council (DC) to site the camera on existing street furniture – this would be the most cost-effective and provide power. To install a dedicated pole and necessary power would be an additional cost. As an indication: a recent quote for a suitable pan-tilt-zoom camera and associated ANPR camera was £2,475+VAT with an annual 5GB router cost of £360+VAT.
9. The operational requirement for such a camera includes the break-ins and vandalism on Broad Street last Christmas, regular ongoing shoplifting activity and anti-social behaviour, and the armed police requirement in Broad Street recently. A camera would allow the police to direct their assets appropriately, not replace police officers, and in conjunction with the camera above the council office front door, allow the police to interrogate suspect traffic movement through Lyme Regis. The police would welcome the introduction of such a camera.
10. Should members wish to go ahead, the operations manager will liaise with DC and seek further quotes and full costings to bring to a future meeting.
11. The costs that fall to the town council for the link, the line rental and the CCTV camera on Broad Street would be unbudgeted expenditure.

Matt Adamson-Drage
Operations manager
September 2019

Committee: Town Management and Highways

Date: 11 September 2019

Title: Private Beach Huts on Cart Road

Purpose of the Report

To allow members to consider what action to take to bring privately-owned beach huts on Cart Road into line with the new 'pitched-roof' specification

Recommendation

Members instruct the operations manager to contact all owners of private beach huts on Cart Road to encourage them to bring their huts into line with the council's new 'pitched-roof' specification by 31 March 2022; by which time all of the council-owned huts will have been replaced

Background

1. This committee approved a programme of Cart Road Beach Hut renewal in July 2018 and that work will be completed over three years between 2019 and 2021. This included a new specification of hut with a pitched roof.

Report

2. There are also 31 privately-owned huts sited on Cart Road which are licenced by the town council. The licence requires that these huts be properly maintained and be sited and painted in accordance with an agreed plan and specification. Where huts are replaced, they also have to conform to a specification provided by the council. **There is, however, no obligation to replace huts on any particular frequency.**
3. The council's 'new' specification for huts is significantly different in that a gable roof is now included with small windows in the doors.
4. In July 2018, it was suggested that private owners could be written to encouraging them to bring their huts into line with the new specification at the same time as the council and to take advantage of any bulk ordering discount which might be available on this basis.
5. To date, no privately-owned huts have been replaced; although several owners have requested further details about the new specification and have requested contact details for the council's supplier.
6. It is suggested that the operations manager write to all owners of private beach huts to encourage them to bring their huts into line with the council's new specification by 31 March 2022, by which time all of the council-owned huts will have been replaced.

AGENDA ITEM 10

7. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

Matt Adamson-Drage
Operations manager
September 2019

Committee: Town Management and Highways

Date: 11 September 2019

Title: Guildhall Car Parking

Purpose

To allow members to decide whether to increase car parking spaces for members, staff and visitors in the Guildhall car park by creating a wider ramped access to the higher tiered area

Recommendation

Members support, in principle, the creation of a wider ramped access to the higher tiered land to the south and west of the council offices to allow for more on-site parking for members, staff and visitors, but that any permissions be obtained and the work be tendered and undertaken in conjunction with the planned office refurbishment project. Final approval will need to come through the normal budget and objective-setting processes

Report

1. To allow better access for members, staff and visitors to the council offices, the unused higher tier of space immediately adjacent to the existing car park and south and west of the office building could potentially be brought into use as a car park by the simple creation of a wider ramp in the place of the mayor's parking space. The intention would be to reserve the mayor's space in another location in the car park and the wider ramp would double as disabled pedestrian access.
2. All of this land is in the ownership of the town council, but the works are likely to require planning permission and/or Listed Building Consent given their proximity to the Guildhall and offices; both of which are Listed and in the Conservation Area. This will impact on the timing of the works in any event.
3. It may also make sense to look at doing these works in conjunction with the planned office refurbishment. The upper area could then be used as a contractor's compound/site prior to it being made available for additional car parking. This would then leave the existing car park available to use throughout the works. Submitting one set of plans and utilising one contractor is also likely to be more cost-effective.
4. Because this involves unbudgeted expenditure and links to another already approved project for which the budget is likely to require further consideration, this project should also go through the normal budget and objective-setting processes.
5. Any recommendations will be considered by the Full Council on 9 October 2019.

Matt Adamson-Drage
Operations manager
September 2019

Committee: Town Management and Highways

Date: 11 September 2019

Title: Winter Boat Storage

Purpose of Report

To allow members to consider a charge to Dorset Council for winter boat storage on the western section of Monmouth Beach car park

Recommendation

Members agree to charge Dorset Council £6,000 for winter boat storage on the western section of Monmouth Beach car park

Background

1. Since 2015, the town council has entered in to an agreement with West Dorset District Council (WDDC) to allow the harbourmaster to use the far-end of Monmouth Beach car park for boat storage between 1 October and late-March/early April; the end date has varied depending on when the Easter holidays fall.
2. The harbourmaster typically stores approximately 20 boats in this area.
3. The town council's charge to WDDC has been:

2015-16	free
2016-17	£2,917, plus VAT
2017-18	£3,500, plus VAT
2018-19	£5,750, plus VAT
4. WDDC claimed the level of charge in 2018-19 was excessive and left them with little or no profit.
5. The harbourmaster charges each space to boat owners by the metre; Dorset Council's winter boat storage charge for 2019-20 is £60.50 per metre.
6. The harbourmaster hasn't approached the town council about winter boat storage for 2019-20; the town clerk will prompt an approach.
7. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

John Wright
Town clerk
September 2019

Committee: Town Management and Highways

Date: 11 September 2019

Title: Blue Sea Cafe Roof Quotes and Letting

Purpose

To allow members to note the preferred quote for the repairs to the roof of the Blue Sea Café and the latest position with the marketing of the premises and to approve members to sit on a panel to consider the selection of a tenant

Recommendation

Members note the preferred quote for the repairs to the roof of the Blue Sea Café and the latest position with the marketing of the premises and approve at least two members to sit on a panel to consider the selection of a tenant.

Report

1. Quotes for the repairs to the roof of the Blue Sea Café are due to be returned by noon on 6 September 2019. Those quotes will be considered by officers in conjunction with the chairman of this committee and the preferred contractor and the relevant figure will be reported verbally to this meeting. In accordance with financial regulations, it will also be reported to the next meeting of the Strategy and Finance Committee.
2. Marketing of the premises is ongoing via Martin Diplock and the level of interest is extremely high. The deadline for formal proposals is the end of September.
3. The level of interest is such that a formal selection process will be required. It is suggested that a small selection panel be agreed for this purpose, including at least two members.
4. Any recommendations will be considered by the Full Council on 9 October 2019.

Mark Green
Deputy town clerk
September 2019

Committee: Town Management and Highways

Date: 11 September 2019

Title: Public Space Protection Order

Purpose

To inform members of recent proposals by Dorset Council to continue the current dog-related Public Space Protection Order covering Lyme Regis in force until 31 December 2020, i.e., for six weeks beyond the expiry of the current Order (15 October 2020)

Recommendation

Members consider proposals by Dorset Council to continue the current dog-related Public Space Protection Order covering Lyme Regis in force until 31 December 2020, i.e., for six weeks beyond the expiry of the current Order (15 October 2020) and instruct officers how to respond

Report

1. The current dog-related Public Space Protection Order covering Lyme Regis is due to expire on 15 October 2020.
2. The email attached as **appendix 14A** has been received from Dorset Council requesting that the expiry of the Order be extended to 31 December 2020 for internal logistical reasons.
3. The email makes it clear that the intention is to consult about the content of any new Order in due course. It is also clear that the preferred option is to combine all five existing area-based dog-related PSPOs into one comprehensive Order covering all affected towns.
4. Views are sought by 20 September 2019 on the proposed minor extension of the existing Order. Given that the period is only six weeks, it is suggested that no objection be raised.
5. Various concerns have been raised about the actual content of the existing Order and members will have the opportunity to express those concerns formally during the later consultation about any new Order.
6. Given the deadline for any response to this initial consultation, the meeting of Full Council to be held on 9 October 2019 will be asked to retrospectively approve any recommendations of this committee

Mark Green
Deputy town Clerk
September 2019

Dear Clerk

Prior to the development of the dog-related Public Spaces Protection Orders (PSPO) in the now Dorset Council area, many of you were invited to take part in a public survey. Your responses, along with others, were used to guide Councillors in making decisions on dog related restrictions. Most of these Orders, which were formerly in line with the old District and Borough Council boundaries, are due to expire next year. The Weymouth and Portland Order was previously extended for 12 months in March 2019 and is due to expire in May 2020.

It is the intention of Dorset Council to have a single dog-related PSPO, drawing all former 5 Orders in to one. To do this a 12 week public consultation exercise must be undertaken, with appropriate reports to committees. There is a great deal of pressure on agendas as the new Council is moulded and the reports to committee must be heard to complete the democratic process, and consequently the time line for producing a new Order is in the region of 12 months.

As a relevant stakeholder, you are hereby invited to comment on the proposal to extend the Orders until *31 December 2020*:

East Dorset Dog related PSPO due to expire in October 2020
North Dorset Dog related PSPO due to expire in 2023
Purbeck Dog related PSPO due to expire in October 2020
West Dorset Dog related PSPO due to expire in August 2020
Weymouth and Portland Dog related PSPO due to expire in May 2020

By extending the existing Orders, they will continue to be in force whilst the process is completed. If an extension is agreed, it is proposed to undertake a full public consultation on a 'new' Order during that period and complete the production of a single Order.

Any comments should be submitted to [Mrs Jane Williams](#) by no later than **Friday 20 September 2019**. All responses will be included in a report for discussion.

Thank you for your input and attention.

Kind regards,

Jane Williams (Mrs)
Team Leader
Enviromental Health

Dorset Council

Committee: Town Management and Highways

Title: Committee Objectives 2019-20

Purpose of Report

To allow members to consider and review objectives within this committee's remit and to identify up to two lead members for each objective

Recommendation

Members consider and review objectives within this committee's remit and identify up to two lead members for each objective

Background

1. On 20 February 2019, the Human Resources Committee agreed the town clerk's objectives for 2019-20; these objectives were subsequently approved by resolution of the Full Council on 20 March 2019.
2. During the discussion at the Human Resources Committee, the chairman suggested highlighting which objectives were the town clerk's, and which were allocated to other employees or even members.
3. **Appendix 15A**, details those objectives for 2019-20 that fall within the remit of this committee, it details progress, and identifies lead officers.
4. **Appendix 15A** also identifies lead members. The proposal is that each objective has up to two lead member who can work with the lead officer.
5. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

John Wright
Town clerk
September 2019

APPENDIX 15A

Objective	Completion date	Progress	Lead officer	Lead members
To complete the re-roofing of the Swim, antique and craft centre and amusement arcade	April 2020	Election to opt to tax made 4 September 2019. Party Wall Act surveyor appointed and notices due to be served by 11 September 2019. New tenders due to be returned 4 October 2019. Intended contract commencement 11 November 2019.	Mark Green	
To outline a project plan for the refurbishment of the council's offices and to deliver the project to the agreed timescale	TBA	Measured survey undertaken and plans produced July 2019. Condition survey due to be updated by end September 2019.	Mark Green	
To deliver the first phase of the Langmoor and Lister Gardens' lighting project	May 2019	Main work completed and official 'switch-on' 13 September 2019. Further 'back office' work will continue post 13 September to allow greater flexibility in the choice of lighting programmes.	Matt Adamson-Drage	
To develop proposals for further lighting of Langmoor and Lister Gardens	September 2019	This will depend on the residual budget post final completion of Phase 1.	John Wright	
To implement the ZatPark back office system	April 2019	Fully operational July 2019.	Matt Adamson-Drage	

APPENDIX 15A

To refurbish Henry's Way play area using Sec 106 funding	September 2019	Contractor appointed and work to commence on 7 October 2019. Contract period 2 weeks, weather dependant.	Matt Adamson-Drage	
To implement the approved findings from the Hydrock study	March 2020	Letter to regional director Highways England (HE) sent 25 June 2019. Response to MP 19 August 2019. Initial meeting with HE, Dorset Council and Devon County Council to be agreed.	Mark Green	
To submit a pre-planning application (including a heritage statement) for the Guildhall window	April 2018	Correspondence with heritage officer and highways authority ongoing. No clear way forward which is likely to obtain support.	Matt Adamson-Drage	
To complete the second phase of day hut replacements on Marine Parade	March 2020	Second phase of 12 beach huts will be installed by end March 2020.	Matt Adamson-Drage	
Conclude renewal of seafront railings	March 2020	Awaiting confirmation of highway status...further meeting with Dorset Council on 10 September 2019. Report to Strategy and Finance 25 September 2019. Fresh planning application (if required) to be submitted by end October 2019.	Mark Green	

Complaints and Incidents Summary – 22 June 2019-05 Sept 2019

Complaints and incidents dealt with by LRTC

No.	Date	Incident?	Where?	When did it occur/when noticed?	Item reported to	LRTC action
1666	22/07/2019	Dog Fouling in town getting worse, including on the seafront and Cobb	All areas	21/07/2019	Matt	Town council enforcement informed and patrols increased.
1667	29/07/2019	Foul sewage smells as going downhill to harbour, smell was coming from toilets at harbour. Also, seagull bombing children on beach. Bins not being emptied on Front Beach.	Toilets near harbour, Front Beach	27/07/2019	Matt	Bins reported to DWP and LRTC cleansing operative. Toilets reported to Dorset Council. Advice given on the seagulls.
1668	29/07/2019	A lady and her mum were at a café on the Marine Parade when a waste lorry hit an umbrella. The umbrella snapped in half and hit the older lady on the head and knocked hot drink from the table and hands of the person reporting. The hot drinks caused burns to her legs.	Near Molly's Cafe	29/07/2019	Mark	Matter reported to DWP. Contact details for DWP and police given to complainant. Burns dressing provided. Mother escorted to town council office. Information provided about medical centre. Medical centre rung and advised of their arrival.

Complaints and incidents dealt with by Dorset Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference: