



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

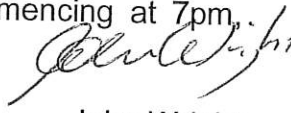
Tel: 01297 445175

Fax: 01297 443773

Town Management and Highways Committee

Core Membership: Cllr J. Broom (chairman), Cllr B. Bawden, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe MBE, Cllr D. Sarson, 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 22 January 2020 commencing at 7pm, when the following business is proposed to be transacted:


John Wright
Town Clerk
17.01.2020

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. Election of Vice-Chairman

To allow the committee to receive nominations and elect a vice-chairman for the remainder of the council year 2019/20

2. 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

3. Apologies

To receive and record any apologies and reasons for absence

4. Minutes

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 4 December 2019 (attached)

5. 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.

6. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting

7. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 16 October 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

8. Update Report

To inform members about progress on significant works and issues

9. Trees on Anning Road Playing Field

To allow members to consider the provision of a line of cherry trees in Anning Road playing field running along the fence line of Anning Road

10. Lighting in Haye Lane

To allow members to consider requests from local residents for improved street lighting in the area around the 'top' end of Haye Lane

11. Park and Ride 2020

To allow members to approve the arrangements for the 2020 park and ride

12. Anti-Social Behaviour

To allow members to receive a complaint about an increase in anti-social behaviour on the seafront

13. Electric Vehicle Charging points

To allow members to consider the quotes for installing electric vehicle charging points in Woodmead and Monmouth Beach car parks

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

14. Marine Parade Shelters Lift

To allow members to consider whether to remove or replace the lift at the Marine Parade Shelters

To allow members to consider quotes for a replacement lift at the Marine Parade Shelters

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

15. Church Railings Replacement

To allow members to consider the replacement of the railings to the side of St Michael's Parish Church

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

16. Seasonal Concessions

To allow members to consider applications for the deckchair, trampolines (or similar), and children's games and activities concessions for the 2020 season and beyond

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

17. Complaints and Incidents

18. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, 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 13 – Electric Vehicle Charging points**
- b) **Agenda item 14 – Marine Parade Shelters Lift**
- c) **Agenda item 15 – Church Railings Replacement**

Committee: Town Management and Highways

Date: 22 January 2020

Title: Election of Vice-Chairman

Purpose of Report

To allow the committee to receive nominations and elect a vice-chairman for the remainder of the council year 2019/20

Recommendation

The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the remainder of the council year 2019/20

Background

1. Standing order 4.d states the council may appoint standing committees and 'shall permit a committee to appoint its own chairman at the first meeting of the committee.
2. Cllr Jeff Scowen, the former vice-chairman of this committee, resigned from the council on 16 December 2019. Consequently, nominations are sought for a vice-chairman of this committee for the remainder of the 2019/20 council year.
3. Other relevant standing orders that inform and govern the election of vice-chairmen are detailed below.
4. Standing order 3.t states:

'Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.'
5. Standing order 8.a states:

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

John Wright
Town clerk
January 2020

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 4 DECEMBER 2019

Present

Chairman: Cllr J. Broom

Members: Cllr Ms B. Bawden, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr D. Sarson, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

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

19/45/TMH Public Forum

Mrs Z. Patrick

Mrs Z. Patrick spoke in relation to agenda item 8, Dorset Council Dog-Related Public Space Protection Order. She said she spoke on the same topic at a meeting about a year ago to support the town council's stance on the issue, as she was aware in the past the council had supported a dog ban on Front Beach all-year-round. She said sadly nothing had changed since then but she understood Dorset Council (DC) would be consulting on this again. She said as far as she could see, the situation had gotten worse. Mrs Z. Patrick said she didn't wish to repeat everything she had said previously and she thought councillors were probably aware of the problems that those who wished to enjoy Front Beach had endured. She said it was a well-known fact wild-water swimming and open-sea swimming were good for mental and physical health, but for people who wished to swim all-year-round there was no dog-free space between 1 October and 31 April, which included several school holidays, including Easter and Christmas. Mrs Z. Patrick said it had become quite stressful for people with young families and grandchildren who wanted a safe space on the beach to swim or dig in the sand, as it was normally overrun with dogs. She said this was the case all the time, except peak season, when the beach was full of holidaymakers. She said she would rather swim in the summer with all the holidaymakers there than in the winter. Mrs Z. Patrick said one of the nice things about living in Lyme Regis was appreciating the peace and quiet on the front in the winter, but it had now been replaced with noisy dogs, racing around, out-of-control. She said that in itself detracted from the whole ambience of the peace of Lyme Regis. Mrs Z. Patrick said the proposed consultation document on the agenda referred to an on or off-lead situation, rather than a complete ban. She said although a complete ban would be preferable and easier to enforce, she had never understood the off-lead scenario in Lyme, as dogs were allowed to roam anywhere at all times of the day and night. She said she had noticed people walking dogs off the lead after 4.30pm who were happy to let their dogs wander off into the dark onto the sandy beach and conveniently couldn't see what they were getting up to. She said it was impossible to police that situation. Mrs Z. Patrick said there was also the issue of protecting against infection, including toxocariasis. She said the evidence was well-documented but it was well-known if a child woke up with searing pain which turned out

to be an infection leading to blindness, it may only be one child but it was one child too many. She said no one would know which dog it was or where it was from and action needed to be taken to prevent such an event happening in Lyme Regis. She said supporting a dog ban all-year-round could help solve that problem. Mrs Z. Patrick said Lyme Regis was a special place and it needed to be kept that way and as a safe and clean space to enjoy.

19/46/TMH Apologies

Cllr R. Doney – personal commitment
Cllr R. Smith – personal commitment
Cllr J. Scowen – personal commitment

19/47/TMH Minutes

Proposed by Cllr S. Williams and seconded by Cllr D. Sarson, the minutes of the previous meeting held on 16 October 2019 were **ADOPTED**.

19/48/TMH Disclosable Pecuniary Interests

There were none.

19/49/TMH Dispensations

There were none.

19/50/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 16 October 2019

Winter boat storage

Cllr S. Williams was concerned no action had been taken yet against DC regarding the accreted land at Monmouth Beach and said members needed answers to many questions.

Cllr J. Broom said this matter would be dealt with by the Strategy and Finance Committee at its next meeting.

Section 106 money for play parks

Cllr B. Larcombe said some members of the public had suggested a boules area in the seafront gardens.

As it had already been resolved how the remaining section 106 funding would be spent, it was agreed this could be considered as a future council objective.

Gardens' lighting

Cllr G. Turner said some lights were still not working and asked if the electrician who had installed them would repair under guarantee.

The operations manager said the electrician who had installed them would be engaged.

Highways

Cllr D. Sarson asked if a date had been set for a meeting with a highways' officer and who the officer was.

The operations manager said he had requested a meeting with Mike Westwood, DC's community highways manager, but no date had been set yet.

Cllr B. Larcombe said the town council had previously asked for bus stop markings at the Clappentail roundabout to prevent vehicles parking there but this had not been actioned. He asked if this could be on the list of issues to raise at the meeting.

19/51/TMH Update Report

Blue Sea Café

Cllr Mrs M. Ellis asked when the panel would be choosing the preferred tenant.

The deputy town clerk said he would write to the panel members again to ask for their availability.

Trees

Cllr B. Larcombe said it had been suggested in the past trees could be planted on the top edge of Anning Road playing field and asked if there was any reason this couldn't be done.

Cllr Mrs M. Ellis said the gardeners had advised in the past the soil wasn't good enough.

It was agreed a report would be brought to a future meeting.

Roof of the amusement arcade, SWiM and antique and craft centre

Cllr B. Larcombe asked if the council was considering delaying the work and doing patch work in the meantime as it was unlikely there would be a long enough window of good weather. He suggested delaying the work until autumn 2020.

The deputy town clerk said a significant delay would create major contractual issues.

Cllr B. Larcombe asked if bad weather delayed progress, would there be a point at which work stopped and continued in the autumn.

The deputy town clerk said the work would continue regardless. He said it was almost impossible to pick a period which had very little impact for anyone, but the best period for the tenants was January to April.

Office refurbishment

Cllr S. Williams asked if an architect had been appointed.

The deputy town clerk said a structural survey would be carried out on 9 December 2019 and he was in the process of writing the specification for procuring an architect.

Cllr B. Larcombe asked that the procurement went as far afield as possible.

The deputy town clerk said the contract had to be advertised on the Contract Finders website, as per the council's financial regulations, and there were a number of architectural practices he would encourage to bid for this work.

Cllr S. Williams asked what the architect would be paid.

The deputy town clerk said it was standard practice to charge a percentage of the contract value, which could be as high as 16%, depending on various factors. He said it was intended to ask for expressions of interest and a likely fee, as well as hourly rates, named individuals and the number of hours those individuals would expect to input.

Park and ride

The deputy town clerk confirmed the Charmouth Road landowner was happy to extend the arrangements for next year. He confirmed the park and ride would operate during the fossil festival.

19/52/TMH Dorset Council Dog-Related Public Space Protection Order

Most members agreed with the speaker in the public forum that dogs should be banned from Front Beach all-year-round as there were several other beaches they could be exercised on. They also agreed with the need to protect public safety, especially as the pebbles were above the high-water line and therefore didn't get washed by the sea.

However, there was some concern the proposed consultation didn't give respondents the opportunity to show support for a year-round dog ban on Front Beach.

Cllr J. Broom suggested a letter was sent from the town council, in addition to responding to the consultation, to show the strength of feeling.

Cllr Ms B. Bawden said dogs should be allowed on Front Beach during the winter but kept on leads.

Cllr Miss K. Ellis agreed and said people with mobility issues may have difficulty accessing the other beaches.

It was proposed by Cllr Miss K. Ellis and seconded by Cllr Ms B. Bawden that the town council's response to the Dorset Council dog-related PSPO consultation should be to allow dogs on leads on Front Beach during the winter.

This motion was not carried.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** the town council takes all opportunities available to express its wish to see a dog ban on the Front Beach all-year-round and express it by any means possible, including contacting officers on how this might best be achieved.

19/53/TMH Cemetery Path Fencing

Cllr J. Broom said he didn't think the fencing would be effective as dogs could jump over it.

Cllr B. Larcombe said he had asked for this matter to be brought to the council as residents were disgusted dogs were defecating on graves. He agreed a dog could jump over the fence but he felt it would be a reminder to owners to control their dog.

Cllr Mrs M. Ellis was concerned the fencing could be easily pushed over, it could create a trip hazard, and elderly people visiting graves may have difficulty in stepping over it.

It was agreed the council would request an order for dogs to be kept on leads in the cemetery as part of the Public Space Protection Order consultation and if this failed, to bring this item back to the committee.

19/54/TMH Memorial Benches

Cllr D. Sarson asked why the old-style benches had been suggested rather than the new style which had been installed this year.

The operations manager said the area where the new benches would be located already had the old-style benches so it was for consistency.

Proposed by Cllr S. Williams and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to add 16 memorial benches to the Marine Parade as the provision for 2020.

Cllr Mrs M. Ellis abstained from voting.

19/55/TMH Cadet Hut

The operations manager said the council's geotechnical engineer had suggested it would be more cost-effective to knock down the building and re-build.

Cllr B. Larcombe asked if there was an alternative location which could be considered as a base for the external works' team and suggested the old fire station on Hill Road.

Cllr J. Broom asked if the cadet hut was considered to be safe for the next five years.

The operations manager said he would need to refer back to the geotechnical engineer.

It was also agreed costings would be obtained for the re-building of the cadet hut, including a metal-framed building.

19/56/TMH Free Christmas Parking in Lyme Regis

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to allow free parking in the Woodmead car park on 14/15 and 21/22 December to compliment an agreement by Dorset Council to allow free parking in its Cobb Gate, Broad Street and Holmbush car parks in Lyme on the same weekends.

19/57/TMH Unit 1A, St Michael's Business Centre – Lease Renewal

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J.Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to 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.

19/58/TMH Complaints and Incidents

The operations manager confirmed a log of any sharps found was being kept.

19/59/TMH Exempt Business

a) Unit 1A, St Michael's Business Centre – Lease Renewal

The deputy town clerk explained the history of the lease and the council's position with regards to the building as a whole. He said the lease was protected by the Landlord and Tenant Act and Lyme Regis Development Trust (LRDT) was willing to renew the lease. He added LRDT had suggested terms which included a higher rent and a reduced lease term from 21 to seven years, although it was not entitled to ask for a shorter term.

The deputy town clerk said Unit 1A would be ideal decant space during the office refurbishment, although use by local organisations remained low.

Several members felt Unit 1A was not advertised well enough and this should be improved.

The deputy town clerk said members should consider whether another 21-year lease was necessary as there would be the opportunity to renew the lease after seven years because it was protected.

Proposed by Cllr B. Larcombe and seconded by Cllr Ms B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to renew the lease in respect of Unit 1A at St Michael's Business Centre for a seven-year term and to give the deputy town clerk discretion to negotiate the rent sum.

The meeting closed at 8.18pm.

Committee: Town Management and Highways

Date: 22 January 2020

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

19/50/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 16 October 2019

Gardens' lighting

Both the electrical and lighting contractor have returned to site to investigate the faults under guarantee. The electrical contractor visited in December 2019 and confirmed that his electrical installation is not the issue. The lighting contractor returned in both December 2019 and January 2020. It appears some of the lighting contractors' connections to the electrical circuits had failed due to recent poor weather. This is being remedied light by light. By the end of the month all the lights are expected to be working again.

Dorset Highways meeting

A meeting has been organised with Dorset Highways in the council office on Tuesday 28 January at 1pm. Members who wish to attend should contact the operations manager.

19/51/TMH – Update Report

Blue Sea Café

The preferred tenant has now met with the deputy town clerk and no particular problems have been identified. The tenant will be providing more detailed information about their plans by 17 January 2010 and the council's solicitor will provide the tenant with a draft lease for approval and signature.

In the meantime, the works to waterproof the roof were delayed by the recent very wet weather but are now complete. There remains some internal work which could not be undertaken until the building was completely weatherproof. The anticipated

contract end date is now mid-February; after which the building will be handed over to the tenant for their fit-out.

The premises should be open for Easter as originally planned.

Any further update will be given verbally at the meeting

Roof of the amusement arcade, SWiM and antique and craft centre

The outstanding Party Wall Act issues were successfully resolved, and awards made immediately prior to Christmas.

Although the awards include some conditions about working arrangements and hours, all are considered to be reasonable and none are considered to present particular issues with the practical delivery of the works, or to increase costs or extend the anticipated programme of works.

The need for any ground-mounted scaffolding along the frontage has been avoided by incorporating an entirely new design of fascia-mounted safety fencing and boarding. This overcomes one of the tenants' principal concerns and is cost-neutral.

In addition, the use of different equipment to carry out much of the roof preparation will significantly reduce noise and vibration. There will, however, still be noisy and potentially disruptive work, such as the removal of the existing roof-top steps and the existing railings and the core-drilling to install the new balustrades.

The appointed loss adjuster has met with all the affected tenants and is now monitoring the situation and will deal with any claims received.

Because of the time taken to reach the Party Wall Act awards and the need for a mobilisation period, commencement on site took place on 13 January 2020.

Any further update will be provided verbally at the meeting.

Office Refurbishment

As previously agreed, the process of procuring an architect for the office works commenced in December 2019 and a range of suitably experienced/qualified practices were invited to submit costed proposals by noon on 17 January 2020.

The intention is that the chosen architect be appointed to RIBA stage 2 in the first instance, i.e., concept design. The concept design will be discussed and developed with both staff and members during February/March and costed. Only once a costed concept design has been approved will the appointment be extended to incorporate detailed design, the submission of all necessary applications, the preparation of contract documents, the selection, appointment and management of contractors, etc.

The proposals sought have requested costs to the end of Stage 2 and, separately, to the end of Stage 7 (handover). Costs have been sought on the basis of an hourly

rate and a capped total fee for the initial works. Subsequent costs have been requested on the basis of either an hourly rate or a percentage of contract value but with a capped total fee on either basis. Proposals have also been requested on the basis of named individuals and a clear indication of their hourly rates and how many hours each named individual would be expected to spend on the project.

By limiting the appointment to costed concept design in the first instance, this will ensure costs are capped to the initial works and that both client and contractor are happy with the way in which the project is developing before proceeding further. It will also test the approved budget. Given the other expenditure which the council has committed to, there is no scope for any variation of the approved total budget of £300k.

Further structural investigation has been commissioned to ensure essential structural and other repairs to the fabric of the building are properly understood and can be more accurately costed within the overall budgeting process.

This structural investigation was completed on 9 December 2019, delayed from 6 December 2019 due to illness of the surveyor.

The costed survey will be available for the appointed architect to incorporate into their work.

As previously reported, recent maintenance works have highlighted concerns about the structural condition of the rear kitchen area together with a lintel above the office occupied by the deputy town clerk/operations manager/administrative officer. The lintel has now been inspected by a structural engineer who recommended temporary remedial works. The lintel has now been propped and supported with baulks of timber pending the more comprehensive works to the offices.

19/57/TMH – Unit 1A, St Michael's Business Centre – Lease Renewal

As instructed at the last meeting, the deputy town clerk submitted a counter-proposal to the solicitors acting for Lyme Regis Development Trust on 13 December 2020. At the time of writing this report, no response had been received. A verbal update will be provided if a response is received by the date of the meeting.

Matt Adamson-Drage
Operations manager
January 2020

Mark Green
Deputy town clerk

Committee: Town Management and Highways

Date: 22 January 2020

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Cemetery Gate – Elizabeth Close entrance

A new gate for the Elizabeth Close entrance to the cemetery will be ordered. The existing metal-edged chain-link gate is rusty and needs replacement.

Guildhall Window

The building contractor repaired the Guildhall window w/c 6 January 2020. HGV insurance companies have been contacted for recompense. HGV collisions, during office hours, last year were on 6 August, 11 and 16 December. There have been 10 collisions, we know of, since March 2017.

The pre-planning application for a reduction of the projection of the window has been submitted and we are due a visit from planning authority's listed buildings department, date tbc.

Guildhall Tower

Work to the outside of the tower has been completed by the external works' team. They have removed the white paint from the stone window surrounds on the tower and coated them in a waterproof sealer. The tower gutter has been repaired and replaced where necessary. The stain glass windows are in the process of being refurbished.

Park and Ride- Temporary Signage

In the continued absence of any meaningful progress on the subject of additional/amended signage for Lyme Regis from the A35, the deputy town clerk contacted the AA with a view to trying to obtain improved, temporary advanced signage for the park and ride site for the 2020 season.

The signage set out in appendices A and B has been proposed to catch both eastbound and westbound vehicles, including vehicles travelling eastbound on the A3052 at Boshill, as well as on the A35.

The AA will now consult about the proposals and, if approved, carry out all necessary fabrication and installation.

The total quoted cost is £687.00 + VAT and this can be met from within the existing park and ride budget.

AGENDA ITEM 8

Further updates will be provided to subsequent meetings, but the intention is to have the signs in place for Easter. The application was submitted sufficiently early to allow for this.

The AA has warned that obtaining permission for signage on the A35 tends to be particularly problematic in its experience.

Matt Adamson-Drage
Operations manager
January 2020

Mark Green
Deputy town clerk



Signs Schedule

Version 2.0

Event Details

Reference: WN20APR038SE

Name: Lyme Regis Park and Ride

Location: Timber Hill Park and Ride site Lyme Regis

Start Date: 01/04/2020

End Date: 06/09/2020

AA Contact: 01256 495364

Email Contact: signs.admin@theaa.com

Key to Abbreviations

Fixing

Post Clips 'D'	Clip
Long Leg Stand	L/leg
Metal Post	M/post
Post Extension	P/extn
Quick Fit Frame	Q Fit
RSJ Clamps	RSJ
Screwband	S/band
Stand with support plate	S/supp
Wooden Stake	Stake
Standard leg stand	Stand

Fixing Point and Location


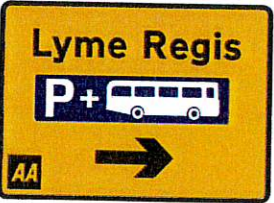

Advance Direction Sign	ADS
Bridge	Bri
Car park	C/park
Centre reservation	C/res
Carriageway	C/way
Direction Sign	D/Sign
Junction	Junc
Lamp Column	L/col
Lamp Post (column)	L/post
Lane	La
Local Direction Sign	LDS
Motorway	M/way
Nearside	N/side
North	Nth
Offside	O/side
Post	Post
Roundabout	R/about
Road	Rd
South	Sth
T Junction	T/junct
Traffic Lights	T/lights
Cross Roads	X/rd



Signs Schedule

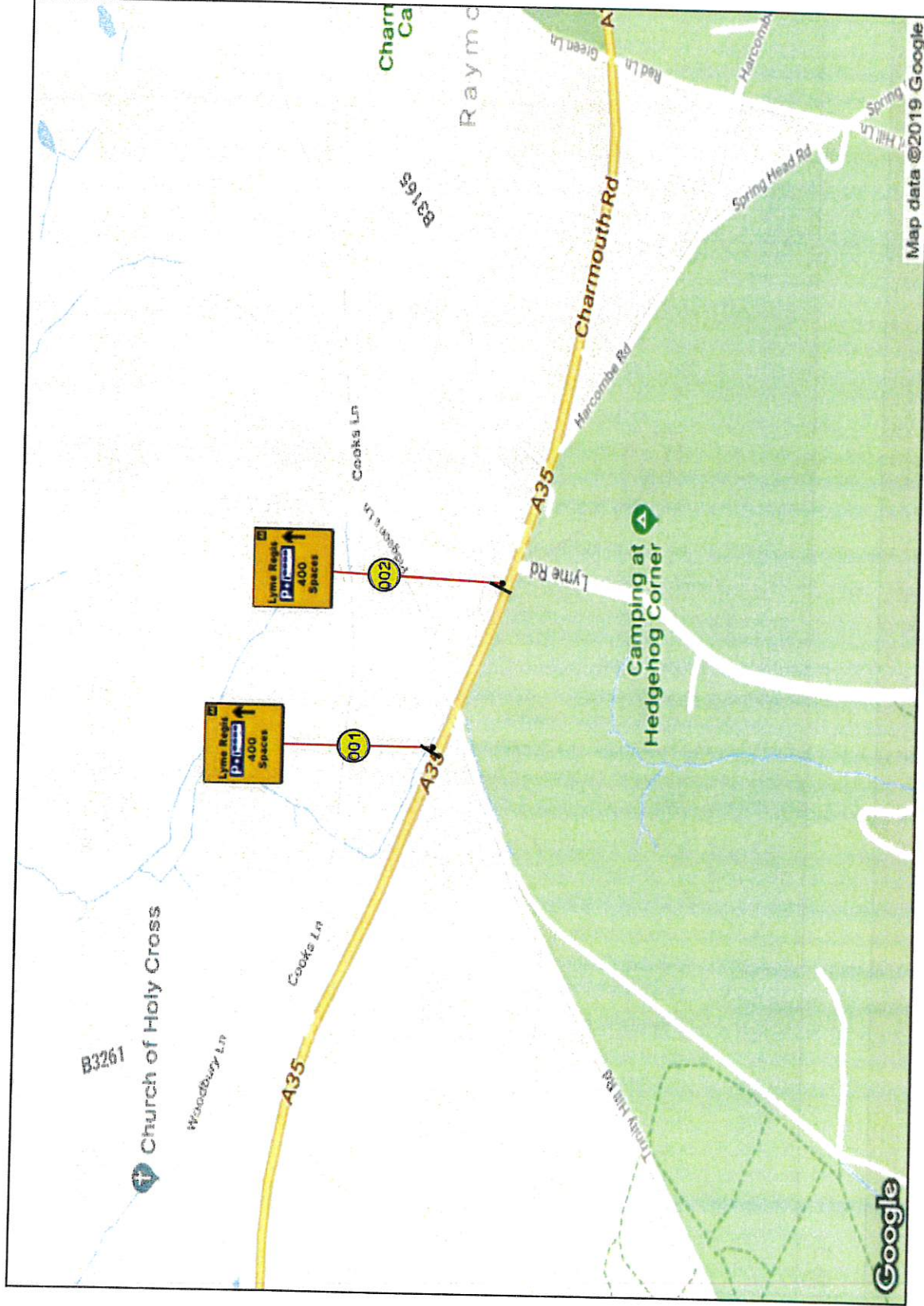
Version 2.0

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
001	1050x1050	Long Leg Stand	75		verge A35 East adv Trinity Hill****CHANNEL PLATE PLEASE****	Connect
002	1050x1050	Long Leg Stand	75		Verge A35 East adv B3165 Hunters Lodge****CHANNEL PLATE PLEASE****	Connect
003	1050x750	Long Leg Stand	75		Verge A35 East adv unclassified to Lyme Regis (End of dual carriageway)****CHANNEL PLATE PLEASE****	Connect
004	1050x1050	Long Leg Stand	75		Verge A35 East adv Charmouth roundabout****CHANNEL PLATE PLEASE****	Connect
005	1050x1050	Screwband	75		Ids A35 West from Bridport adv Charmouth roundabout	Connect

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
006	1050x750	Screwband	75		Ids A3052 East from Colyford adv A358	Devon County Council East
007	1050x750	Long Leg Stand	75		verge A358 North from Musbury adv A35****CHANNEL PLATE PLEASE****	Devon County Council East
008	1050x750	Screwband	75		Ids A358/A35 loop adv A35	Devon County Council East

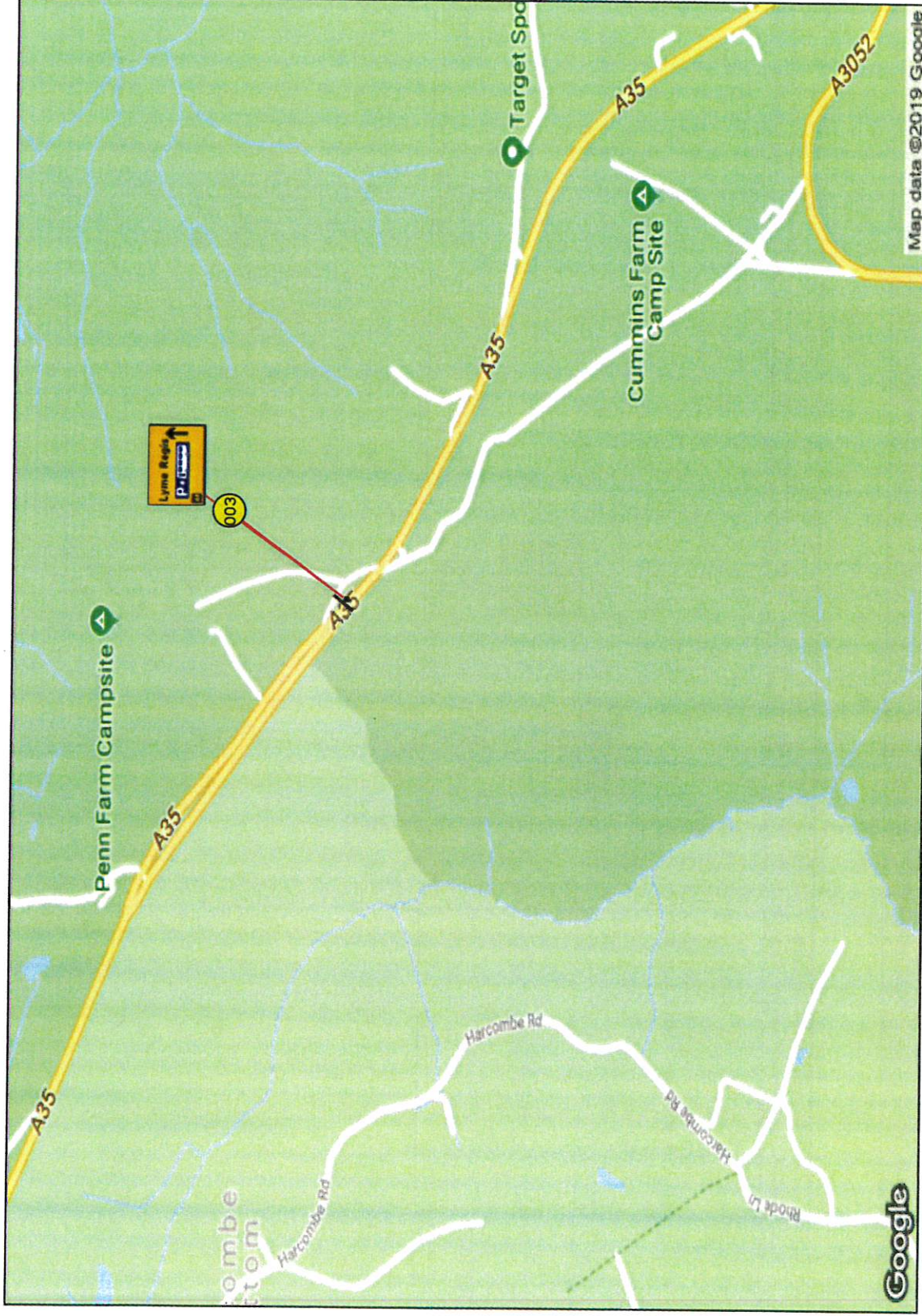
Map Name: Signs 1,2

Scale:1:0



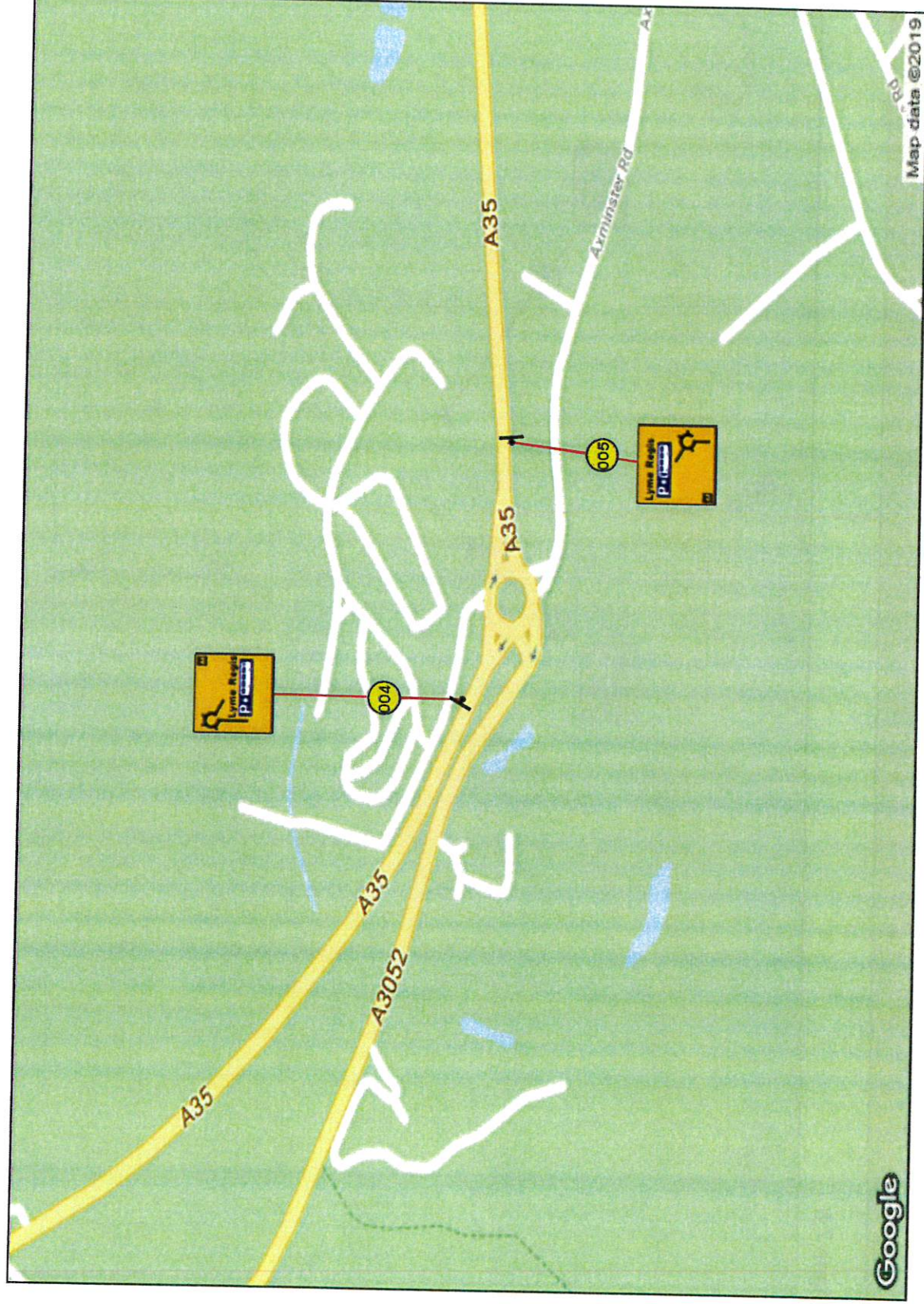
Map Name: Sign 3

Scale:1:0



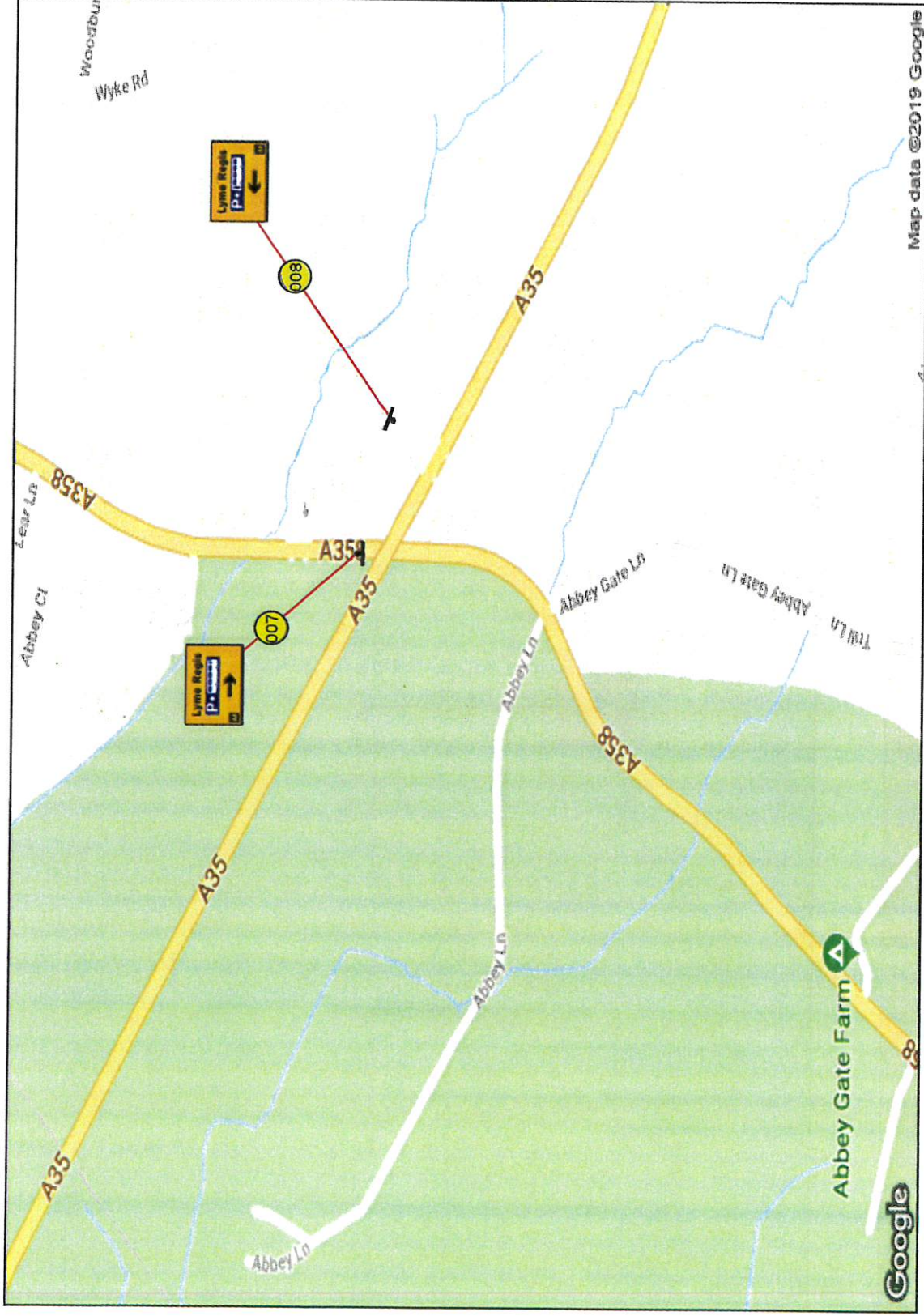
Map Name: Signs 4,5

Scale:1:0



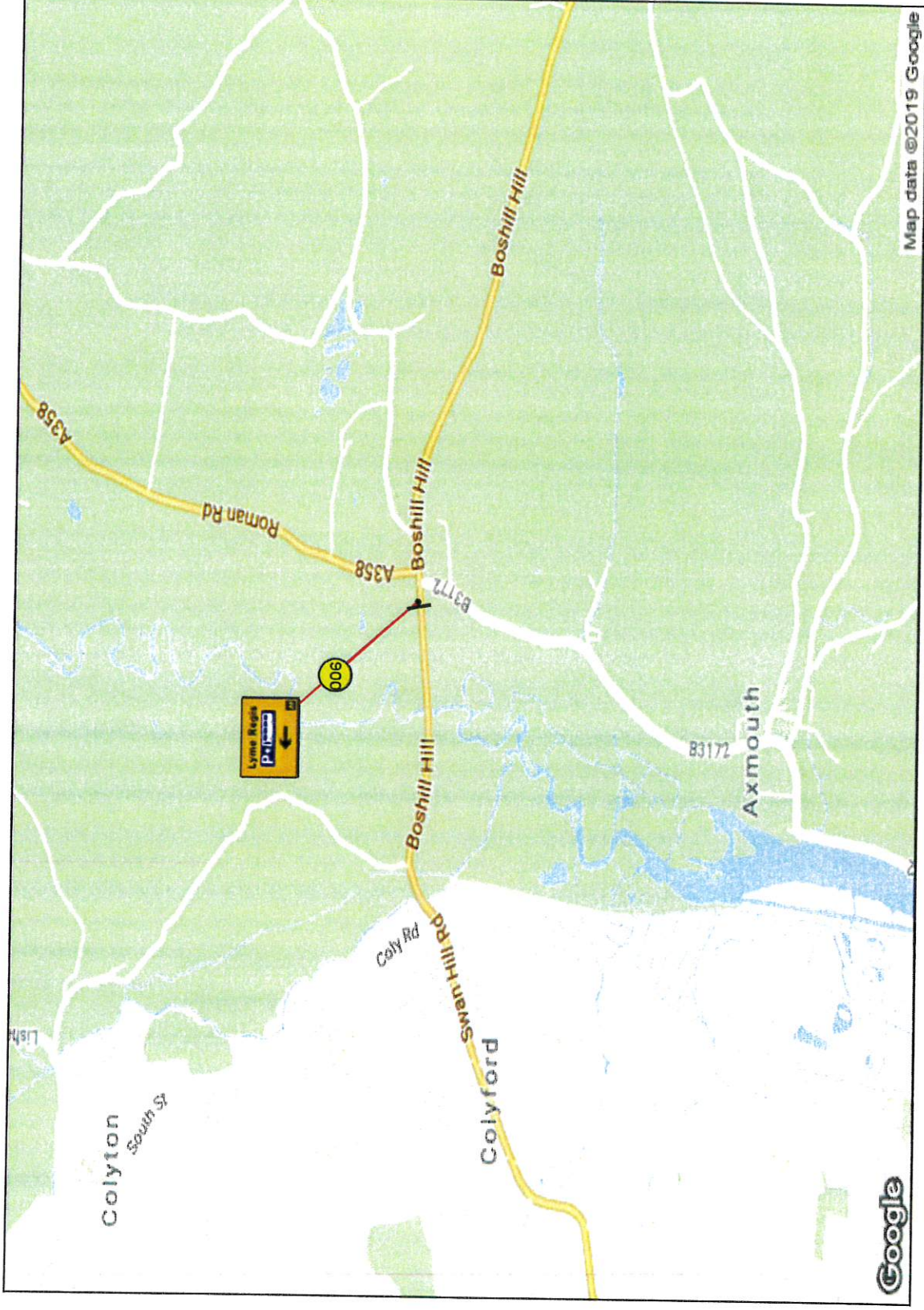
Map Name: Signs 7,8

Scale:1:0



Map Name: Sign 6

Scale:1:0



Committee: Town Management and Highways

Date: 22 January 2020

Title: Trees on Anning Road Playing Field

Purpose

To allow members to consider the provision of a line of cherry trees in Anning Road playing field running along the fence line of Anning Road

Recommendation

Members consider planting up to six cherry trees along the fence line in Anning Road playing field

Background

1. In line with the climate emergency, this council recently planted 200 trees provided through the Word Forest charity.
2. Many years ago, several trees used to line Anning Road playing field and at the last meeting of this committee councillors requested a report on the subject.

Report

3. The gardeners have suggested up to six cherry trees could be accommodated along the fence line of Anning Road in Anning Road playing field.
4. Due to the proximity of the play park, these trees may get roughly treated by children going to/from the play park. They will need surrounding protection in the early years.
5. Trees will need to be located away from the gates that allow vehicular access to the field and the play park.
6. Trees may cause a nuisance to surrounding residents in limiting their view. They will also limit the view of Anning Road from our CCTV camera.
7. The recent VE 75 working group asked if a plaque commemorating VE 75 could be added if this project goes ahead.
8. Prices vary depending upon the size of tree to be purchased, anywhere between £30-£50 per tree.
9. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

Matt Adamson-Drage
Operations manager
January 2020

Committee: Town Management and Highways

Date: 22 January 2020

Title: Lighting in Haye Lane

Purpose

To allow members to consider requests from local residents for improved street lighting in the area around the 'top' end of Haye Lane

Recommendation

Members consider requests from local residents for improved street lighting in the area around the 'top' end of Haye Lane and indicate whether this is something they would want to support and to raise at the meeting with Dorset Council's community highways manager scheduled to take place on 28 January 2020

Report

1. This council has received a number of complaints from local residents about the inadequacy of street lighting in and around the 'top' end of Haye Lane. This has been raised as an issue of public safety.
2. The matter has also been raised both with Dorset Council and with Scottish and Southern Electricity and it would appear Dorset County Council (as was) took a policy decision about 10 years ago not to provide any more funding for additional street lights.
3. It would appear Dorset Council has not reviewed this policy since its inception and the historic policy is still being quoted in response to enquiries.
4. What is absolutely clear, and in line with wider policy, is that Dorset Council will not even consider such requests unless the 'local' council has first considered them and indicated its support.
5. Members are asked to consider their views on the adequacy of street lighting at the 'top' end of Haye Lane so that, if appropriate, the matter can be raised at the meeting with the community highways manager already scheduled to take place on 28 January 2020.
6. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

Mark Green
Deputy town clerk
January 2020

Committee: Town Management and Highways

Date: 22 January 2020

Title: Park and Ride 2020

Purpose

To allow members to approve the arrangements for the 2020 park and ride

Recommendation

- a) Members approve the appointment of First Group as the operator for the 2020 Lyme Regis park and ride, to the same timetable and frequency as in previous years and incorporating the fare tariff set out below:
- Adult single - £2
 - Adult return - £3.50
 - Child single - £1.50
 - Child return - £2.50
 - Group (up to 5 people) - £7.50
 - Concessionary passes accepted
- b) Members approve the operation of the 2020 Lyme Regis park and ride on the following dates:
- 4 April to 19 April inclusive (every day, including weekdays) to cover Easter and school half-term
 - 2 and 3 May to cover Fossil Festival
 - 8 to 10 May inclusive (each of 3 days) to cover bank holiday + VE day commemorations
 - 23 May to 31 May inclusive (every day, including weekdays) to cover school half term
 - All June and July **weekends** from 6/7 June to 11/12 July inclusive.
 - 18 July to 2 September inclusive, i.e., the entire school holiday period (every day, including weekdays).
 - Weekend of 5 and 6 September to cover Food Rocks.

N.B. Despite the information published on the Dorset Council website, it would appear some local schools don't return from summer holiday until 7 September 2020. Given that, there could be a case for running the service on 3 and 4 September 2020 also.

Background

1. Members considered detailed reports attached as appendices to the meeting of the Strategy and Finance Committee on 25 September 2019. They set out the background to the service and provided information about its cost and usage in 2019.
2. Members authorised officers to negotiate terms with First Group for a 2020 service based on the 2019 fare structure and operating period (plus May Bank Holiday and into early-September to incorporate any major events),

and approve the use of the Charmouth Road park and ride site for 2020 at the 2019 price plus RPI.

Report

3. Discussions have subsequently taken place with both operator and landowner and, separately, with the AA about improved advanced signage (see update report to this agenda for the latest position).
4. First has quoted a price for 2020 based on the 2019 rate plus approximately 3%. This is in line with RPI and is considered reasonable.
5. After discussions with the operator, it is felt appropriate to recommend a modest increase in the group ticket from £7 return to £7.50. This ticket allows up to five people of any age combination to travel together for a fixed price and at a very substantial saving on the combined individual fares. For this reason, it is very popular with users.
6. Given the RPI increases in both operator and site costs, the suggested increase in the cost of a group ticket should ensure the service continues to operate at no net cost to the council.
7. Those with a concessionary bus pass will continue to be able to travel without payment.
8. The suggested operating period picks up all the previously authorised periods, including the revised May bank holiday and Food Rocks in early September.
9. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

Mark Green
Deputy town clerk
January 2020

Committee: Town Management and Highways

Date: 22 January 2020

Title: Anti-Social Behaviour

Purpose

To allow members to receive a complaint about an increase in anti-social behaviour on the seafront

Recommendation

Members consider the complaint about anti-social behaviour on the seafront and consider any appropriate action the town council could take

Report

1. A complaint was received in September 2019 from a resident living on the seafront about late-night anti-social behaviour in the area over the summer period. The complaint is at **appendix 12A**.
2. The complaint was emailed to Cllr B. Larcombe, who responded to the resident. He informed them Dorset Council was the licensing authority, but the town council did share concern for the type of incidents they described.
3. Cllr B. Larcombe requested a report was brought to this committee to allow members to consider whether the council should take any action.
4. In his response, Cllr B. Larcombe suggested it may be possible for this council to approach Dorset Council to present a case for the potential review of late licences.
5. Cllr B. Larcombe also mentioned the council's concerns over the lack of policing and the ability to respond to incidents in Lyme Regis.
6. In his response, Cllr B. Larcombe said the council may also wish to consider extending its CCTV to other parts of the seafront.
7. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

Matt Adamson-Drage
Operations manager
January 2020

Dear Mr Larcombe,

Living overlooking the Cobb and next to the public gardens is an enviable position it may seem to most people, however it also has its downsides.

The summer months have always had its share of revellers who spill into the streets, beach and public gardens and make enough noise to keep those nearby of all ages awake during the early hours of the morning.

The last two years have been exacerbated possibly by late licence venues that at times have contributed to disturbance throughout the night particularly at weekends.

In the past an occasional late licence would be granted which is acceptable. I feel that as a governing body you have to think a bit wider when granting late licences all year round and how it impacts on the area and what the implications are for normal working families with both young children and older people to consider.

This year has been worse than any other with noise pollution, at one point we had visitors staying in our property when we were away, who were kept awake with items landing on the roof, as well as loud music throughout the evening and into the early hours of the morning, this alarmed them enough to contact the police who duly responded and cleared the gardens.

We have ourselves been disturbed by very late night music and shouting especially in June, July and early August and particularly on Friday and Saturday until sleep deprivation makes us dread the weekends and what it might bring. We have had broken bottles thrown over from the gardens as well as silver gas containers. I have spoken to the gardeners in Langmoor Gardens about the problems and witnessed first hand the debris left over from these evenings and they corroborated that they have to pick up quantities of bottles, cans, drug related items as well as dealing with "toilet" functions behind the shelters. The gardener said he would forward my complaint to the council and I am sure that they will confirm this as well as any of the men who pick up the rubbish in Lyme in the mornings. Vandalism in the gardens with regard to the street light and CCTV earlier this summer was at the height of the noise pollution and must have been deliberate to keep those responsible unseen by the authorities.

Although this place has been home to my husband for 70 years and mine for 40 we have both worked in Bristol and are used to city life and being tolerant of youthful venture and believe in giving a place for them to enjoy. I say this to let you know that we are not the sort of people who have no time for young people and that is most probably why we have held back from making complaints. However, having said all of this, younger people will always need a safe place to enjoy being young and full of life and noise and they don't really need the encouragement of a late night venue open to take advantage of them in serving drinks (even if underage we suspect) until 3am. (When our son visited Swim on a weekend evening he was surprised that the younger patrons were not ID'd as is usual in late night venues in Bristol that he is used to.)

In cities there is a network in place to guide those under the influence of over use of alcohol and drugs: The Police Service, St Johns ambulance, The Samaritans, Hospital A & E and the rest.

If Lyme Regis wants to offer late licenses, open unprotected spaces for people to gather and become a public nuisance and a danger to themselves lets hope that they also provide the other services that will be required as indicated above. At the very least there is a need for late night patrols along the promenade and public gardens.

Are you prepared for this if you grant late licences indiscriminately?

Are you also prepared for the consequences of alcohol and drug abuse in the youth of Lyme Regis and those who visit the area and the long term effects?

In writing to you now at the end of the main holiday season, I hope I have given some food for thought in thinking about safeguarding the future of Lyme Regis and its prosperity and help inform future decisions relating to all residents and consumers and keeping young vulnerable people safe.

Local Resident

Committee: Town Management and Highways

Date: 22 January 2020

Title: Electric Vehicle Charging points

Purpose

To allow members to consider the quotes for installing electric vehicle charging points in Woodmead and Monmouth Beach car parks

Recommendation

Members select a contractor to install four charging points in the car parks; two at Woodmead and two at Monmouth Beach

Background

1. In line with the council's climate and environmental emergency declaration, the council agreed the installation of electric vehicle charging points in its car parks would be an objective for 2020/21, with a budget of £20,000.
2. A report was brought to this committee on 16 October 2019 when members requested detailed costings were brought to a future meeting.

Report

3. The operations manager researched the subject and has met with four different contractors at both sites since October 2019; Pod Point, EO, Apollo and Engie.
3. Four quotes for installing charging points are at **appendices 13A, B, C and D**. The quotes are confidential due to their sensitive commercial nature so any discussion of the quotes will need to take place in exempt business.
4. Short contractor profiles:
 - Pod Point are the UK's largest independent provider of electric vehicle charging. Since forming in 2009, they have manufactured and sold over 78,000 charging points across the UK and Norway. They developed an extensive public network connecting EV drivers with 3,000+ charging bays at locations including Tesco, Lidl and Chester Zoo. They install smart home charging points for customers of major automotive brands including Audi, Nissan, Volkswagen and Hyundai and Workplace and Fleet customers include companies like Skanska, Mitie and PepsiCo. They also work with property developers like Barratt Homes and Savills to wire up their developments. Through their chargers they have already powered over 158 million miles of electric driving.
 - EO was founded in 2015 by Charlie Jardine. He previously worked for another UK-based charger manufacturer but was frustrated by

AGENDA ITEM 13

reliability issues and set up EO with a pledge to make charging reliable and simple. He produced the EO Basic charger and secured numerous orders and the company looked to expand across the UK. The EO Genius charger followed which quickly positioned the company as a leader in Fleet charging.

- Apollo install electric vehicle charging points across Dorset, Hampshire and the south of England for both commercial and residential customers. They believe they offer a more local, friendly service, rather than the big corporate installers, and guarantee to go the extra mile.
 - ENGIE is a leading energy and services company focused on three key activities: production and supply of energy, services and regeneration. With 17,000 employees throughout the UK and Ireland they enable customers to embrace a lower carbon, more efficient and increasingly digital world. ENGIE improves lives through better living and working environments. They claim to help balance performance with responsibility, enabling progress in a harmonious way. Globally, the ENGIE Group employs 160,000 people worldwide and achieved revenues of €60.6 billion in 2018. They provide end-to-end solutions - EV chargers is just one of many areas of their business.
5. The Office for Low Emission Vehicles (OLEV) is a cross-Government, industry-endorsed team combining policy and funding streams to simplify policy development and delivery for ultra-low emission vehicles. Its core purpose is to support the early market for electric and other ultra-low emission vehicles (ULEVs). OLEV funding is available to repay a portion of the costs under their On-Street Residential chargepoint scheme. There is up to £7,500 funding available per charging unit provided the total funding is no more than 75% of the total cost. Once a contractor is selected the operations manager will commence the application process for funding.
6. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

Matt Adamson-Drage
Operations manager
January 2020

Committee: Town Management and Highways

Date: 22 January 2020

Title: Marine Parade Shelters Lift

Purpose

To allow members to consider whether to remove or replace the lift at the Marine Parade Shelters

To allow members to consider quotes for a replacement lift at the Marine Parade Shelters

Recommendation

- a) Members consider whether to remove or replace the lift at the Marine Parade Shelters
- b) Members consider the quotes for a replacement lift and choose a preferred supplier, if applicable

Background

1. The platform lift at the Marine Parade Shelters was installed by Phoenix Lifts in May 2011 as part of the regeneration of the shelters.

Report

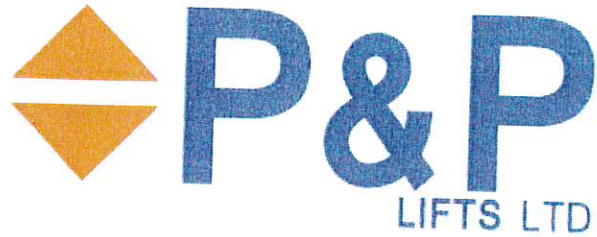
2. The lift has been out of order since the end of summer 2019 due to failing a statutory Lifting Operations and Lifting Equipment inspection (LOLER). An engineering report on the lift is at **appendix 14A**. The harsh conditions of the seafront have had an effect on the lift. The report recommends a purpose designed top traction passenger lift for this location. This would be significantly more expensive than the quotations for replacement with a platform lift.
3. The lift offers limited accessibility. It provides access for the Langmoor Room, only, as the roof promenade along the top of the shelters can only be accessed from that point via a set of steps. The Lister Room is only accessible via steps. Building Regulations 2015 Part M compliancy requires wheelchair lift floorspace to be a minimum of 1400mm x 1100mm. The current shaft can only support a lift with 1400mm x 1040mm floorspace dimensions. Changing the shaft dimensions would require significant building work and expense. None of the quotes obtained include the building work.
4. Three quotes have been sought for a replacement platform lift from Titan Lifts, Phoenix Lifts and P&P Lifts, at **appendices 14B, C and D** respectively. Titan also suggested a simple platform lift to allow access down to the Lister Room at the other end of the roof for around a further £7,000. The quotes

AGENDA ITEM 14

are confidential due to their sensitive commercial nature so any discussion of the quotes will need to take place in exempt business.

5. If members wish to remove the lift, safety-glass fencing panels will need to be installed at the alighting levels, to match with the existing fencing, to make the exposed shaft safe. Costs for lift removal are approximately £2,000 and the panels with balustrading approximately £1,500.
6. A budget of £35,000 for a replacement lift has been identified in 2020/21.
7. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

Matt Adamson-Drage
Operations manager
January 2020



CONDITION REPORT

For:

Marine Parade Lift

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

by

P&P Lifts Ltd

email: info@pandplifts.co.uk

Job Number: 52167

Inspection Date: 13.1.20

The report shall comment upon lift condition, compliance with current safety codes and regulations. The report shall also comment upon disabled access requirements, maintenance standards and recommendations for any refurbishment or replacement works considered necessary.

The substance of this report has been based upon our visual survey of the equipment and adjacent building fabric. No electrical, mechanical or structural tests have been performed; therefore we cannot accept liability for the further performance of the lift equipment and adjacent building fabric.

Equipment Details:

Type:

Hydraulic Platform

Manufacturer:

Pheonix

Date of install:

2011

Load:

400Kg 2 Person

Speed:

-

Floors served:

3

Floor designations:

0,1,2

Car and landing entrances:

Platform

Manual swing landing

Drive:

Hydraulic Blain EV 100

Control system:

Pheonix

Machine room location:

Adjacent, ground floor

Power system:

230V single Phase.

Description/issues/notes:

The lift platform covers are loose and falling off due to missing fixings.

The metal work is all rusting due to the conditions and the platform will need to be removed and stripped of old paint work and then treated and re painted. The lock contacts on the landing doors for all floors are worn and will to be replaced.

The lift appears to have not been serviced for a long time. All the mechanical switches are rusted and will need to be replaced. The covers are damaged and need fixing back properly.

The platform covers will need replacing. The ram base and the bottom of the ram is rusted and the ram will need to be replaced.

The structure is rusting in many areas and will need to be stripped back and re painted. The roof of the structure is lifting off in the strong wind and will need to be repaired and fitted back permanently.

Where the controller and valve block have been sited is in an area where flooding has occurred and it is recommended that works are carried out to move the valve block and controller.

The controller UPS is faulty and will need replacing.

There is no emergency two way communication for trapped passengers.

It would be advisable to cover in the bottom of the landing enclosure if possible.

The Platform floor has dimensions of 1400 X 1040.

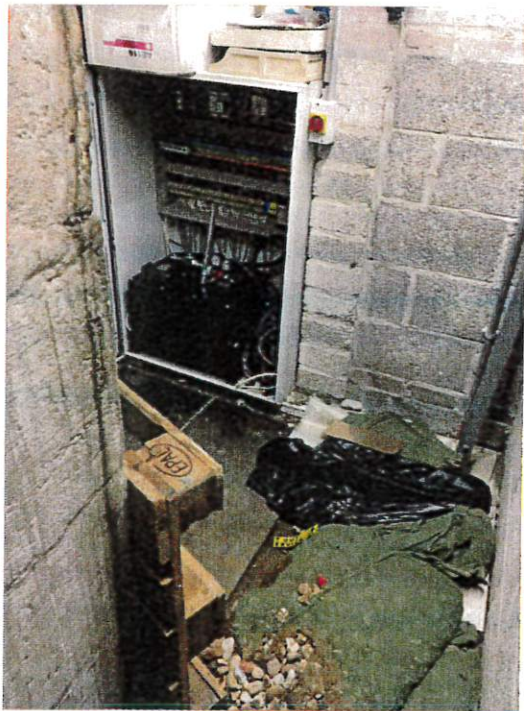
It is recommended that the lift is replaced with a purpose designed top traction passenger lift which would bring the benefits of no cold oil problems and the controller could be placed in a more suitable position.

Images:

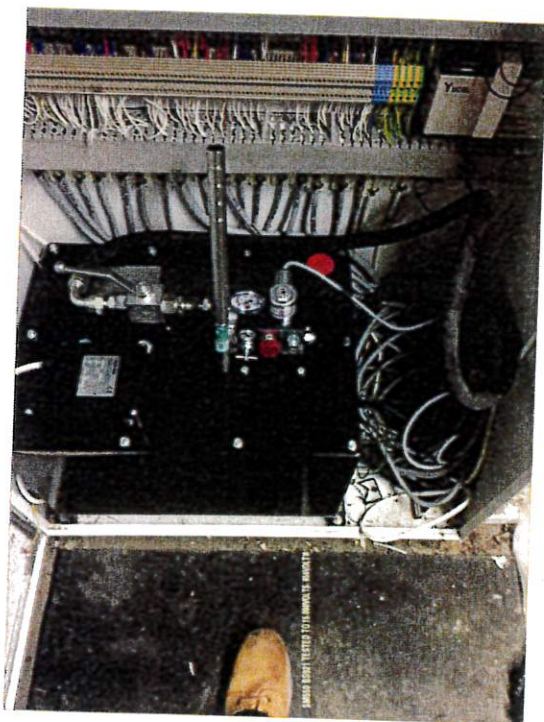
1 - View of lift from beach front G fl



2 - Position of controller needs moving



3 - Valve block and tank.



4 - Lift Id from log card

This card must be signed on every visit and the reason for visit must be recorded.

Site Address:

The Shelters

Manne Road

Lyne Regis Dorset DT11 3JG

Unit Number: U4792

Maintenance Number: M29451

Report Card

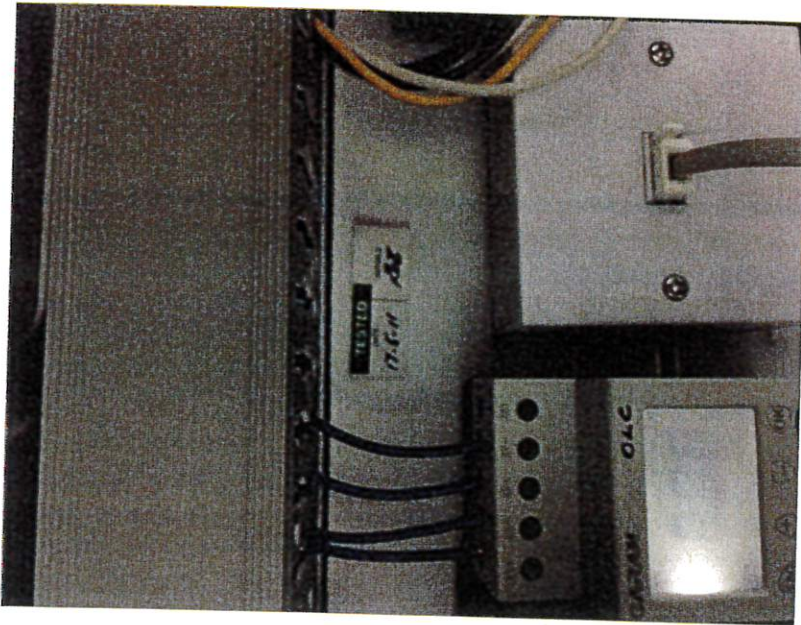
5 - Errosion on old key switch



6 - Battery for back up needs repla



7 - Date stamp



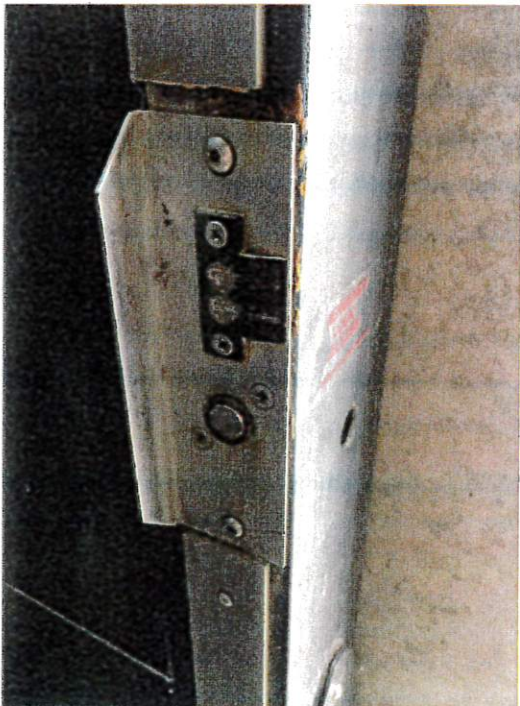
8 - Faulty UPS



9 - Worn contacts on door



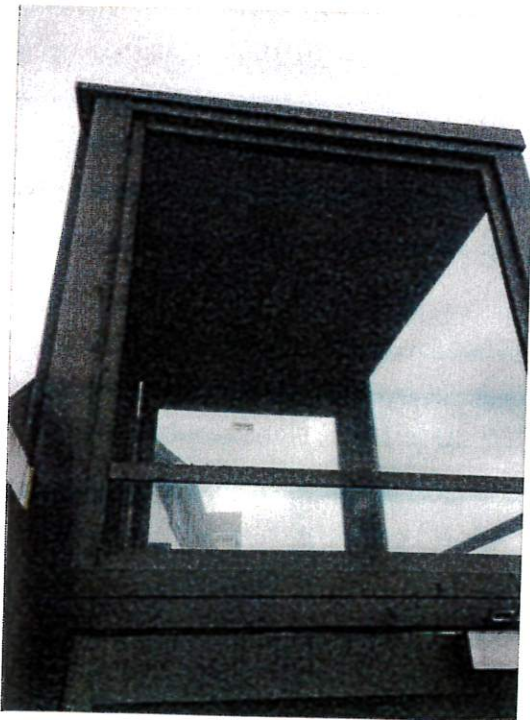
10 - Worn contacts on landing



11 - Fixings on platform loose or m



12 - Roof cover is loose and needs



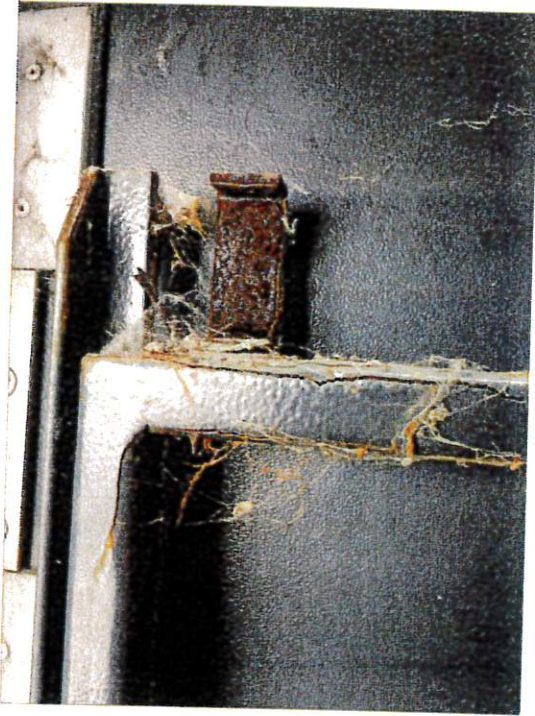
13 - Corrosion on screws and fixing



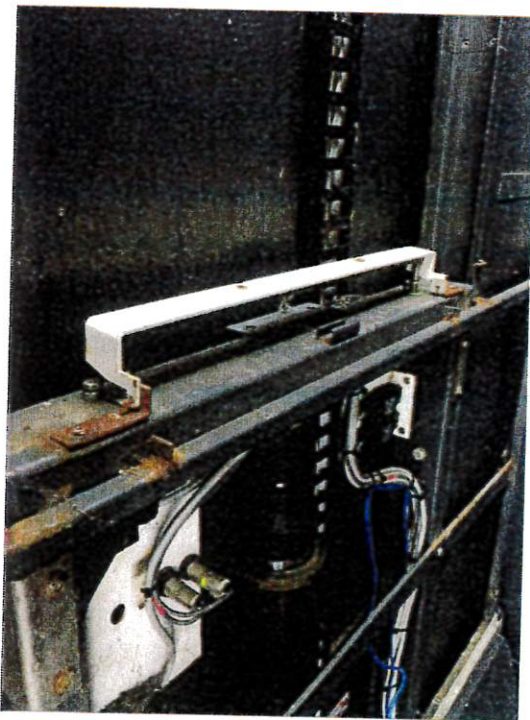
14 - Shaft switches need replacing



15 - Platform corrSION



16 - Platform is corroded and need



*** End of report ***

Committee: Town Management and Highways

Date: 22 January 2020

Title: Church Railings Replacement

Purpose

To allow members to consider the replacement of the railings to the side of St Michael's Parish Church

Recommendation

Members agree to replace the railings to the side of St Michael's Parish Church and choose one of the five quotes, subject to discussions with the listed buildings officer

Background

1. The responsibility of maintaining the closed churchyard at St Michael's Parish Church falls to the town council, not the Church of England, under legislation.

Report

2. The railings to the side of the church are in a bad state of repair, **appendix 15A**.
3. The replacement railings were budgeted for during the recent budget-setting process but as the cost could be over £10,000, a report has been brought to this committee.
4. Five quotes have been sought for replacement of 40 metres of railings from Newton Forge, Bramble & Co., CIS Street Furniture, FH Brundle and First Fence. They are at **appendices 15B, 15C, 15D, 15E and 15F**, respectively. The quotes are confidential due to their sensitive commercial nature so any discussion of the quotes will need to take place in exempt business.
5. The Newton Forge and Bramble quotes are for wrought iron railings with installation. The CIS Street Furniture quote is for galvanised steel and includes only the removal of the existing railings. The Brundle and First Fence quotations are for supply only of galvanised steel, bow top style, bolt down, railings such as those bordering Anning Road playing field.
6. Members should consider if galvanised steel is appropriate for this location, as they will be in close proximity to the Grade I listed church. The listed buildings officer may also have a view on this. As such, it is suggested any recommendation is subject to consultation with the listed buildings officer.
7. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

Matt Adamson-Drage
Operations manager
January 2020



Committee: Town Management and Highways

Date: 22 January 2020

Title: Seasonal Concessions

Purpose of the Report

To allow members to consider applications for the deckchair, trampolines (or similar), and children's games and activities concessions for the 2020 season and beyond

Recommendation

Members consider the tenders for the deckchair, trampolines (or similar), and children's games and activities concessions for the 2020 season and beyond

Background

1. Each year the town council advertises concessions for the coming season and beyond. An advert for concessions was placed in the local press, on the town council's website, noticeboards and social media.
2. In addition, previous concessionaires and those who have made enquiries about concessions were sent the relevant application forms.

Report

3. The three concessions available from this year are deckchairs, trampolines (or similar), and children's games and activities.
4. The council invited tenders for a one-year tender for 2020, or a three-year tender for 2020-2022, between mid-March and the end of October in each year.
5. By the deadline on 13 January 2020, the following tenders had been received:

Appendix 16A – Children's games and activities – United Beach Missions (2020)

Appendix 16B – Children's games and activities – United Beach Missions (2020-22)

Appendix 16C – Deckchairs – Henry Herbert (2020-22)

Appendix 16D – Trampolines (or similar) – Henry Herbert (2020-22)

7. The tenders are marked as confidential due to the commercial sensitive nature and any discussion of the tenders would need to be in exempt business.
8. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

Adrianne Mullins
Administrative officer
January 2019

Complaints and Incidents Summary – 28 Nov 2019 – 15 Jan 2020

Complaints and incidents dealt with by LRTC

No.	Date	Incident?	Where?	When did it occur/when noticed?	Item reported to	LRTC action
1676	13/01/20	'Dogs on leads' sign needs re-painting	Entrance to Langmoor Gardens (Main gate entrance)	Ongoing	Operations manager	Maintenance team tasked

Complaints and incidents dealt with by Dorset Council

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