



John Wright  
Town Clerk

## Lyme Regis Town Council

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### Town Management and Highways Committee

**Core Membership:** Cllr J. Broom (chairman), Cllr R. Smith (vice-chairman), Cllr B. Bawden, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe MBE, Cllr C. Reynolds, 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 4 March 2020 commencing at 7pm, when the following business is proposed to be transacted:

*pp. M. Wright*  
John Wright  
Town Clerk  
27.02.2020

*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. 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 29 January 2020 (attached) (postponed from 22 January 2020)

#### 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 29 January 2020

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. Water Points

To allow members to consider the installation of water points on the seafront

#### 9. The Provision of RNLI Lifeguards

To allow members to approve a five-year contract for 2020 to 2024 for provision of RNLI lifeguards during the summer seasons

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

#### 10. 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*

#### 11. Beach Nurdle Trommel

To allow members to consider allowing the sandy beach to be trommelled for nurdles during the Great Dorset Beach Clean weekend of 18/19 April 2020

## **12. Request from Cancer Research UK**

To allow members to consider a request from Cancer Research UK to use Marine Parade to sell draw tickets every weekend from June to September

## **13. Marine Parade Lift**

To allow members to consider whether to remove, refurbish, replace with new or better, or find an alternative for the 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*

## **14. Complaints and Incidents**

## **15. 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 9 – The Provision of RNLI Lifeguards**
- b) **Agenda item 10 – Church Railings Replacement**
- c) **Agenda item 13 – Marine Parade Lift**

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 JANUARY 2020

**Present**

**Chairman:** Cllr J. Broom

**Members:** Cllr B. Bawden, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

**Other members:** Cllr C. Reynolds

**19/60/TMH Election of Vice-Chairman**

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

There being no other nominations, Cllr R. Smith was duly **ELECTED** as vice-chairman.

*The operations manager arrived at 7.05pm.*

**19/61/TMH Public Forum**

**Mr K. Gollop**

Mr K. Gollop said the signs about the current roadworks were still stating the work had finished the previous week and some of the signs were face down on the road. He asked if the council could try to resolve this.

The operations manager said he had contacted SGN the previous week and had been assured it would be rectified, but clearly this hadn't happened. He said he would follow this up.

Mr K. Gollop also spoke in relation to agenda item 12, Anti-Social Behaviour, and asked why the resident's name was not on the letter. He didn't believe anonymous letters should be included on agendas.

The operations manager said the name was supplied but the resident asked that it wasn't made public.

**Mrs W. Matthews**

Mrs W. Matthews said she had sent a letter to the council regarding lighting in Haye Lane. She said she frequently walked along the lane in the dark and it was quite dangerous with passing traffic as there was no lighting. She said she had had a few

near misses and it was quite frightening walking along that stretch of road because it was pitch dark. Mrs Matthews said vehicles were probably not expecting people to be walking along the road but if there was lighting, she would feel safer. She suggested solar lighting could be an option and it would be more cost-effective. She believed it would require only one light.

Cllr J. Broom said as the town council was not responsible for street lighting, all it could do was to put the complaint to Dorset Council (DC).

The operations manager said a meeting had taken place with Dorset Highways the previous day when this was one of the issues raised, and they had agreed to investigate it further.

Although the ward member Cllr D. Turner was already aware of this issue, Mrs Matthews was advised to contact him again.

As background information, the deputy town clerk said the former Dorset County Council (DCC) made a policy decision around 10 years ago that there would be no additional funding for street lighting, and that policy hadn't been reviewed since by either DCC or DC. He said officers at DC referred back to that historical decision but Cllr D. Turner had suggested the decision should be reviewed. He added that even if the policy decision was reviewed, DC would not normally take forward a request without the support of the local council.

**19/62/TMH Apologies**

Cllr R. Doney – personal commitment  
Cllr K. Ellis – other commitment  
Cllr S. Williams – holiday

**19/63/TMH Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the previous meeting held on 4 December 2019 were **ADOPTED**.

**19/64/TMH Disclosable Pecuniary Interests**

There were none.

**19/65/TMH Dispensations**

The deputy town clerk said a request for a dispensation had been received from Cllr R. Smith in relation to agenda item 13, Electric Vehicle Charging Points, as he owned an electric vehicle and there was the possibility for him to benefit financially as he could use the charging points.

The deputy town clerk said the town clerk had granted Cllr R. Smith with a dispensation to speak and vote until the end of December 2020 and this applied to the Full Council and all its committees.



**19/66/TMH      Matters arising from the minutes of the Town Management and Highways Committee meeting held on 4 December 2019**

**Gardens' lighting**

The operations manager confirmed all the lights were working again and the council didn't have to pay for the repairs.

**Highways' meeting**

The operations manager said the highways' officers had agreed to take forward and investigate the majority of the issues raised and updates would be reported back.

Cllr B. Larcombe said the highways' officers had also agreed to take up the issue of park and ride signage with neighbouring authorities.

**Blue Sea Cafe**

The deputy town clerk said some additional work had to be carried out to the internal tanking, which had used up the contingency in the contract. He added that the works were on target to be completed by 13 February 2020.

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

Cllr M. Ellis said the signs informing the public about restricted access were inadequate. The operations manager said he would enhance the signage.

The deputy town clerk said there had been no major issues with the works and they were on programme, but weather dependent.

**Office refurbishment**

The deputy town clerk said costed proposals had been received from three architects but the successful company couldn't be named yet as confirmation of acceptance had not been received.

**Unit 1A**

The deputy town clerk said he had received a response from the solicitors acting for Lyme Regis Development Trust and a small reduction in the proposed rent had been agreed.

Cllr B. Larcombe said he understood someone had taken occupation of Unit 1A.

The deputy town clerk said he was aware of a potential issue and was looking into it.

**19/67/TMH Update Report**

**Cemetery gate – Elizabeth Close entrance**

Cllr B. Larcombe asked that the gate was sprung to prevent dogs getting into the cemetery.

**Guildhall tower**

The operations manager said the external works' team was currently removing the paint from the rest of the tower. He said if members preferred it that way, the stone would be sealed but if not, it would be re-painted.

**Park and ride – temporary signage**

The deputy town clerk said Devon County Council (CC) had objected to signs at Boshill on the grounds people would find their way to Lyme Regis on the A3052, although this wouldn't avoid vehicles driving unnecessarily through the town centre. He said approval had also not been given for signs directing vehicles to turn off at Charmouth roundabout.

The deputy town clerk said DC's community highways manager had agreed to speak to colleagues at Devon CC to hopefully re-consider. If this was not successful, the council could appeal to the AA, although this would take a minimum of four weeks.

It was agreed officers would wait to hear from the community highways manager before appealing.

**19/68/TMH Trees on Anning Road Playing Field**

Cllr C. Reynolds said she had spoken to residents living opposite the playing field who liked being able to watch their children and keep an eye on things happening there, especially as there had been issues with anti-social behaviour in the past. She said was sure there were other places trees could be planted.

Cllr B. Larcombe said he had proposed this idea as there used to be trees in the playing field. He said visibility would not be an issue as it was proposed to plant only six ornamental trees on a lengthy stretch so there would be large gaps between them and the height was not prohibitive.

Cllr M. Ellis said this was suggested several years ago but the gardeners believed the trees wouldn't grow because of the soil in the area.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to plant six cherry trees along the fence line in Anning Road playing field.

**19/69/TMH Lighting in Haye Lane**

Members agreed the lack of lighting in Haye Lane was a problem, especially as it was narrow with blind bends, and agreed a request for improved street lighting should be made to DC.

Cllr C. Reynolds suggested the council also made a request to DC to review its general policy on street lighting and felt a member should attend a DC meeting when the request for Haye Lane was discussed.

Cllr B. Larcombe said support to review the policy should also be sought from Cllr D. Turner.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support a request from local residents to Dorset Council for improved street lighting in the area around the 'top' end of Haye Lane, to request that Dorset Council reviews its general policy not to install additional street lighting, and to seek Cllr D. Turner's support in this request.

**19/70/TMH Park and Ride 2020**

The deputy town clerk said a small increase was suggested for the group ticket price to offset the RPI increases of the hire of the land and the bus operator's costs.

Cllr J. Broom asked if the types of people who could be included in a group ticket would be stipulated, i.e. two adults and three children.

The deputy town clerk said First Group felt this would create problems for its drivers, especially at busy times, so it was decided the group of five could be any combination.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to 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

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to 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 4 September inclusive, i.e., the entire school holiday period (every day, including weekdays).
- Weekend of 5 and 6 September to cover Food Rocks.



**19/71/TMH Anti-Social Behaviour**

Cllr B. Larcombe said he had received several emails from different people complaining about the same issue. He believed the council should write to the police and crime commissioner (PCC) and the licensing authority (DC) expressing the council's concerns about anti-social behaviour. He said DC should be asked to review its licensing approach, and the PCC should be asked to review levels of police presence.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to raise concerns about anti-social behaviour on the seafront late at night with the police and crime commissioner and Dorset Council as the licensing authority, and with the permission of people who have written to the council about this issue, also forward their letters.

Cllr M. Ellis asked that members were provided with copies of the complaints.

**19/72/TMH Electric Vehicle Charging Points**

The operations manager said it was no longer necessary to dig a long trench to connect the power and he was progressing this with Western Power. He said the final cost would be reported back to members, but it would significantly reduce the costs at Monmouth Beach.

Cllr C. Reynolds questioned whether it was necessary to install four charging points as the existing points at Charmouth Road car park were not well used. She suggested installing two at Monmouth Beach and monitoring their use before considering any more.

Cllr R. Smith said the charging points at Charmouth Road car park were different to those this council was proposing. He said they were rapid chargers, which were expensive to use, and they hadn't been working for long periods. He added that the proposed charging points would charge vehicles over several hours and this was called 'destination parking'.

The deputy town clerk said there was funding available from the Office for Low Emission Vehicles (OLEV) to help with the costs of installing charging points, which was primarily aimed at meeting the needs of local residents but would also support schemes where there is wider benefit. As Woodmead car park was used by both residents and visitors, he was fairly confident funding could be secured, although Monmouth Beach was less certain.

The operations manager said members were not being asked at this point to discuss the management of the spaces and the parking charges as this would come at a later date.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, 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 the consideration of the quotes 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.

**19/73/TMH Marine Parade Shelters Lift**

Members were concerned about the cost of replacing the lift, especially as it only provided access to the Langmoor Room and the roof promenade along the top of the shelters. However, members were also concerned removing the lift would prevent disabled access and where this would leave the council from an equality and diversity perspective.

Cllr M. Ellis said when the shelters were developed, the council had considered extending the ramp on the western end but it was too costly, and suggested this could be looked at again before deciding whether to replace the lift.

It was agreed the cost of a ramp on the western end would be looked into and brought back to this committee for further consideration.

**19/74/TMH Church Railings Replacement**

Cllr M. Ellis believed the council would need to consult with the church architect to determine which kind of railings would be acceptable, as the diocese was involved when the railings to the front of the church were replaced.

The deputy town clerk said he would be surprised if the council didn't have to go through a planning and listed building process because of the railings' proximity to the Grade I listed building. He believed there may also need to be consultation with the diocese and faculty applications.

It was agreed officers would have discussions with the church and/or diocese and listed buildings officers to determine what permissions would be required and report back to this committee to allow further consideration.

**19/75/TMH Seasonal Concessions**

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, 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 the consideration of 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.

**19/76/TMH Exempt Business**

**a) Electric Vehicle Charging Points**

Proposed by Cllr J. Broom and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to select Pod Point to install four electric vehicle charging points in the car parks; two at Woodmead and two at Monmouth Beach.

b) **Seasonal Concessions**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to award the deckchairs' concession for 2020-2022 to Henry Herbert at the tender amount offered.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to award the trampolines (or similar) concession for 2020-2022 to Henry Herbert at the tender amount offered.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to award the children's games and activities concession for 2020-2022 to United Beach Missions at no cost.

*The meeting closed at 8.52pm.*

**Committee:** Town Management and Highways

**Date:** 4 March 2020

**Title:** Matters arising from the minutes of the Town Management and Highways Committee meeting held on 29 January 2020

**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**

**19/66/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 4 December 2019**

#### **Gardens' lighting**

Recent storms caused water damage to the garden lights. This has now been rectified. A plaque has been installed displaying that the mayor switched on the lights in September 2019.

#### **Highways' meeting**

At the meeting with Dorset Highways on 28 January 2020, it was agreed the meetings would take place on a six-monthly basis. Areas highlighted included the lighting in Haye Lane and the dangers for pedestrians on Pound Road, among others. Dorset Highways agreed to investigate all the issues.

#### **Blue Sea Café**

The works to the café should be complete by the date of this meeting; the final snagging meeting took place on 25 February 2020 and one or two minor issues require attention.

The final contract price will be reported verbally at the meeting, if available. There were a number of issues encountered in achieving a waterproof solution. These involved some additional cost. There was, however, a contingency of £1,500 built into the approved contract price and the overall cost is expected to be close to the authorised sum of £29,300 + VAT (inclusive of fees).

The contract sum includes a contingency of 5%, a maintenance period of 12 months after completion, with half of the retention held until the end of that extended period.

The property has been opted to tax to ensure VAT can be recovered. The new lease is plus VAT, but this has had no detrimental effect on the level of occupier interest. The preferred tenant is progressing the lease and the anticipated date for occupation/fit out is 9 March 2020.

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

As previously reported, Party Wall Act issues were successfully resolved, and awards made immediately prior to Christmas.

Although the awards included some conditions about working arrangements and hours, all were considered to be reasonable and none were 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 has significantly reduced noise and vibration. Elements of potentially disruptive work, such as the removal of the existing roof-top steps have already been completed without complaints.

The appointed loss adjuster is monitoring the situation and will deal with any claims received. To date, none has been submitted.

Since commencement on site on 13 January 2020, progress has been generally good and the 22-week programme remains unchanged; meaning an anticipated completion of works by 15 May 2020. Given reasonable weather, it is possible that this date will be bettered.

The whole of the 'upper' roof level is now primed in the new material and preparation work will soon shift to the 'lower' level. At this lower level, there is some concern about 'ponding' caused by historic irregularities in the level of the old asphalt surface and the temporary patch repairs which have been applied to it.

The supplier of the new roofing material is considering solutions to minimize the problems. The deputy town clerk's position, and that of the architect for this project, is that any solution should be at no cost to the council given reassurances which were provided at the time the material was specified.

The owner of the amusement arcade continues to raise concerns about the location of the scaffold tower. Although this is of the same size and in the same location specified in the original Party Wall Act award, he considers it to interfere with access to his business and wants it to be repositioned.

This cannot be done without cost and the contractor feels that it will also adversely affect the efficiency of the roof works due to changed travel distances.



### **Office refurbishment**

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

The intention was 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 with the intention that it be finalised by the end of March and then 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 requested costs to the end of stage 2 and, separately, to the end of stage 7 (handover). Costs were sought on the basis of an hourly rate and a capped total fee for the initial works. Subsequent costs were 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 were also 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.

Of the five architects approached, three returned formal proposals, the remaining two indicated that they felt the council's programme to be too ambitious given their other, existing work commitments.

The three proposals were considered in conjunction with the chairman of this committee and it was agreed that Reed Holland, architects of Taunton should be chosen. They were considered to have a good range of relevant experience, a good understanding of the brief and their fee quote for the initial work represented good value for money at £5,250+VAT to agreed concept design stage with a further £9,500+VAT up to and including the point of submission of full planning application and Listed Building Consent.

Within these stages and included in the quoted price, they have allowed for up to six meetings with staff and council.

Subsequent contract and site management costs would be extra.

An initial project inception meeting has taken place and they have commenced work on preparing the concept design for wider discussion.

### **Unit 1A, St Michael's Business Centre**

The renewal of this lease is now with solicitors for completion. A 10% reduction in the passing rent has been negotiated, meaning that the figure will be £3150 p.a. rather than the £3,500 originally sought.

No one has taken occupation of Unit 1A, as was queried at the last meeting, although an organisation is now occupying Unit 1, which may have led to the confusion.

The council will not be taking any new bookings for this space from September 2020 until April 2021 until it is clear whether Unit 1A will form part of the decant arrangements for the office refurbishment.

**19/67/TMH – Update Report**

**Park and ride – temporary signage**

After some initial problems, all of the proposed temporary signage reported to the last meeting of this committee has been approved by the relevant authorities and will be installed by the AA prior to the opening of the park and ride at Easter.

The bus company has submitted the required service and timetable information to the Traffic Commissioners for approval and the licence for the continued use of the land is being finalised.

**19/68/TMH – Trees on Anning Road Playing Field**

At the time of writing, the six cherry trees had arrived and were due for planting. A plaque commemorating the 75<sup>th</sup> Anniversary of VE day will be unveiled at the May Fete by the mayor. It is understood some of the troops involved in the D-Day landings camped in the field.

**19/69/TMH – Lighting in Haye Lane**

Dorset Highways have looked into the request for further lighting on Haye Lane and have found the lane does not meet the requirements for additional lighting. They have offered to cut back foliage from around lamp heads. No date had been set for this at the time of writing.

**19/71/TMH – Anti-Social Behaviour**

A meeting has been arranged to discuss anti-social behavior on the seafront late at night with Sergeant Matt Whelan on 9 March 2020.

**19/72/TMH – Electric Vehicle Charging Points**

Western Power have been asked to book in the work to install the necessary electrical connections. At the time of writing, no date had been set. Podpoint will then install the chargers.

Matt Adamson-Drage  
Operations manager  
March 2020

Mark Green  
Deputy town clerk

**Committee:** Town Management and Highways

**Date:** 4 March 2020

**Title:** Update Report

**Purpose of the Report**

To inform members about progress on significant works and issues

**Report**

**Guildhall window**

The planning authority's listed buildings department visited on 6 February 2020 along with Historic England's representative. The road was re-opened following repairs to the window and the gas main work at the end of January. The window was struck by the X51 bus on 3 February 2020, dislodging plasterwork on the corner of the window. This allowed the visitors to understand the nature of the problem and everyone agreed the only suitable way forward was the proposed alteration to the building. It was agreed to move forward to the full planning application to alter the projection of the window by 9 inches.

**Mini-golf refurbishment**

At the time of writing, the mini-golf was in the process of being refurbished with astro turf with section 106 money left over from the Henry's Way play park project. The remaining section 106 money is being used to install a small tower and slide in the toddler area of Anning Road play park – this will be purchased and installed soon.

**Amenities area**

The operations manager is seeking quotations for introducing toddler play equipment and for an area on the top tier of the putting green.

**Dog-Related Public Space Protection Order**

The online consultation was completed and submitted on behalf of this council. The operations manager also sent a letter to Dorset Council setting out this council's position.

**Sharps**

On 27 January 2020, Cllr Broom, Cllr Reynolds, the operations manager and Mark Ellis from Rapid Emergency Medical Services met with a representative from REACH, which runs drug and alcohol services from Bethany Chapel. The meeting was very informative and it was agreed the council would put up notices advertising the service. In addition, Cllr Reynolds agreed to help liaise with local GP practices to better publicise and understand the service.

**Gardens lamp columns**

Recent storms damaged one of the ammonite lamp columns in the gardens, which is being repaired.

The ammonite column which was vandalised in Langmoor Gardens has been refurbished and arrived back last week. The operations manager is sourcing a new lamp head and then the column will be installed.

Matt Adamson-Drage	Mark Green
Operations manager	Deputy town clerk
March 2020	

**Committee:** Town Management and Highways

**Date:** 4 March 2020

**Title:** Water Points

**Purpose**

To allow members to consider the installation of water points on the seafront

**Recommendation**

Members consider the installation of water points on the seafront, consider the locations for the water points, and select the type of water point to be installed

**Background**

1. Water points on the seafront were discussed by the last council but were not pursued due largely to the widely advertised Refill scheme across the town. Retailers and businesses signing up to the scheme will refill anyone's water bottle for free when asked. There are 19 local businesses signed up to the scheme.
2. Water points on the seafront became an objective of this council at Full Council on 20 November 2019 to provide additional free-at-the-point-of-use water across the seafront. The budget available for this objective was set at £5,000.

**Report**

3. There are several options available from a simple dispensing (non-concussive) tap to a water bottle filling station or drinking fountain, which can be free-standing or wall-mounted. There are even options which include ground-level dog bowls.
4. A water supply water is available across the seafront in the following locations.
  - a. Performance area by Boylos
  - b. Market area by the National Trust shop
  - c. Marine Parade toilets
  - d. Beach hut kitchen
  - e. Beach shower pump (green box in front of SWiM/Jane's Café)
5. Drainage is easily available in all the locations except where some minor groundworks may be involved.
6. The selection of images shows a small sample of what types of solution are available with approximate costings; other options are



## AGENDA ITEM 8

available. Manufacturers such as Elkay, Oasis and Halsey Taylor have been included.



1. ~ £4,000



2. ~ £700



3. ~ £250



4. ~ £2,000



5. ~ £50



7. It is intended that outside staff will install the water points.
8. Any recommendations from this committee will be considered by the Full Council on 1 April 2020.

Matt Adamson-Drage  
Operations manager  
March 2020

**Committee:** Town Management and Highways

**Date:** 4 March 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 three quotes

**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.
2. A report was brought to this committee on 29 January 2020 and members asked officers to have discussions with the church and/or diocese to determine what permissions would be required and report back to this committee to allow further consideration.

**Report**

3. The Salisbury Diocesan Registry were contacted and approval was granted by Rev Virginia Luckitt, on behalf of Lyme Regis Parochial Church Council, to repair the railings on a like-for-like basis, **appendix 10A**.
4. Three quotes have been sought for replacement of 40 metres of railings from Newton Forge, Bramble & Co. and CIS Street Furniture. They are at **appendices 10B, 10C and 10D**, 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. Any recommendations from this committee will be considered by the Full Council on 1 April 2020.

Matt Adamson-Drage  
Operations manager  
March 2020



ST MICHAEL THE ARCHANGEL

LYME REGIS



Andrew Ellis, Secretary, Lyme Regis PCC

Tel :

e-mail:

**For the attention of the Operations Manager, Lyme Regis Town Council**  
**Re: Proposed replacement of railings in the Churchyard**

Dear Sir,

Lyme Regis Parochial Church Council are very pleased that the Town Council intend to replace the corroded railings in the north side of the churchyard; we have been aware of their worsening condition and were at the point of bringing them to your attention.

All repairs and alterations to churches and churchyards have to be planned and carried out with proper consideration given to the historic fabric and architectural significance of the building, and to the archaeological impact on the churchyard, and to ensure this national legislation requires Dioceses of the Church of England to abide by the system known as Faculty Jurisdiction. For major works, such as the repairs to the tower, this can be a long and detailed process requiring approval from many bodies, but for minor works the Church of England operate simplified procedures requiring minimal authorisation.

The Faculty Jurisdiction Rules 2015, Schedule 1, List A covers matters which may be undertaken without a faculty or consultation, and within this:

Para. A7. Churchyard:

Sub-para. (3) The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lychgates, walls or historic railings)

Provided that the works do not involve any new disturbance below ground level.

We understand that the railings in question are not historic and that the works will not require new disturbance below ground level, but please would you ensure that your contractors are aware of the latter requirement.

Salisbury Diocesan Registry advise us that "If the works are to be carried out by the local authority, it will need to show that the contractors/employees are "authorised persons" which means 'a person acting on behalf of the minister and churchwardens of the parish concerned (or, if there is no minister, on behalf of the churchwardens)' ". However, you may be aware that at present we are without a Team Rector or Team Vicar, and we are also without churchwardens. In this instance therefore the Parochial Church Council at their meeting on 4<sup>th</sup> February gave their unanimous approval for this work having sought the advice of the Diocesan Registry.

Yours faithfully,

Revd Virginia Luckett  
For and on behalf of Lyme Regis Parochial Church Council  
[www.lymeregis-parishchurch.org](http://www.lymeregis-parishchurch.org)

**Committee:** Town Management

**Date:** 4 March 2020

**Title:** Beach Nurdle Trommel

**Purpose**

To allow members to consider allowing the sandy beach to be trommelled for nurdles during the Great Dorset Beach Clean weekend of 18/19 April 2020

**Recommendation**

Members allow trommelling with a quad bike and towed trommel on the sandy beach on the weekend mornings of 18/19 April 2020 before 8am.

**Background**

1. The Great Dorset Beach Clean takes place annually, supported by the Litter Free Coast and Sea organisation, which is a community partner organisation with Dorset Council. This year they have teamed up with the Nurdle organisation.

**Report**

2. Nurdle have created two types of trommel which are cylindrical sieves. They sieve the sand removing any small plastic nurdle waste. There is a hand operated trommel which works like a tombola with sand being shovelled in by hand and one that can be towed by a quad bike to automatically cover larger areas.



3. Nurdle would like to use both trommels on the weekend of 18/19 April 2020 to co-ordinate with the Great Dorset Beach Clean and display the waste to engage with the public about plastic waste. It is recommended that the towed trommel is only used before 8am during our usual surf rake beach clean.
4. Any recommendations from this committee will be considered by the Full Council on 1 April 2020.

Matt Adamson-Drage  
Operations manager  
March 2020



**Committee:** Town Management and Highways

**Date:** 4 March 2020

**Title:** Request from Cancer Research UK

**Purpose of Report**

To allow members to consider a request from Cancer Research UK to use Marine Parade to sell draw tickets every weekend from June to September

**Recommendation**

Members consider the report and instruct the town clerk

**Background and Report**

1. Attached, **appendix 12A**, is a letter from the chairman of the Cancer Research UK Fundraising Committee. The committee has set an annual fundraising target of £10,000 for the next three years in a bid to reach a total fundraising target of £200,000 by 2022.
2. The committee would like to sell draw tickets on Marine Parade every weekend from June to September.
3. The town clerk has spoken to the chairman of the committee and he would like to use a section of either the performance or market areas.
4. There are two issues members need to consider:
  - bookings have already been taken for these areas and they are a source of income for the council. Further booking requests will be made between now and June 2020
  - the booking charge for Cancer Research UK for either area is £15.00 per day.
5. A possible arrangement could be:
  - Cancer Research UK uses a section of either the performance or market area, providing it can obtain the consent of the organisation which has booked the area, i.e., they come to their own private arrangement which the council wouldn't object to or charge for
  - the council continues to book out these areas between June and September
  - on weekends where there isn't a booking in one of the areas, the council consents to Cancer Research UK using that area for a reduced charge
  - any agreement is subject to any necessary licence consent from Dorset Council.



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6. Any recommendations from this committee will be considered by the Full Council on 1 April 2020.

John Wright  
Town clerk  
February 2020

Philip Evans MBE

APPENDIX 12A



Telephone: 01305 371111

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

Dear John,

#### **The Cancer Research UK Big Summer Draw**

I am writing in my capacity as Chairman of the Cancer Research UK Fundraising Committee. Our group was formed in 2008 and since then we have raised in excess of £170,000. This year we are making a special effort and have set ourselves a figure of £10,000 in a bid to reach our target of £200,000 by the year 2022. One of the ideas we are pursuing is to organise a Big Summer Draw with a £1,000 top prize. All costs are being sponsored.

I am writing to seeking the permission of the town council to be able to sell draw tickets on the Marine Parade every weekend from June to September. We would require space only for a small table and pull-up banner and would fit in where possible with other Parade users. We would not man the stall during Lifeboat Week or Regatta & Carnival Week.

All the necessary licences have been applied for.

Yours sincerely,

Pip

A handwritten signature in black ink, appearing to be "Pip", written over a circular stamp that is partially obscured by the signature.

**Committee:** Town Management

**Date:** 4 March 2020

**Title:** Marine Parade Lift

**Purpose**

To allow members to consider whether to remove, refurbish, replace with new or better, or find an alternative for the lift at the Marine Parade Shelters

**Recommendation**

Members consider the options for the Marine Parade Shelters' lift and direct the operations manager accordingly

**Background**

1. A report was brought to the last meeting of this committee about the Marine Parade Shelters' lift and as there were concerns about the cost of its replacement, it was suggested the council considered extending the ramp on the western end of the shelters. This was originally suggested when the shelters were re-developed and members agreed at the last meeting this should be looked into again. Officers were asked to bring costs for a ramp back to this committee.
2. The platform lift at the Marine Parade Shelters was installed by Phoenix Lifts in May 2011 as part of the regeneration of the shelters.
3. 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). The engineering report on the lift was included in the agenda to the last meeting. 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.
4. The lift offers limited accessibility. It provides access for the Langmoor Room and the roof promenade along the top of the shelters. 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.
5. Three quotes have been sought for a replacement platform lift from Titan Lifts, Phoenix Lifts and P&P Lifts, at **appendices 13A, B and C** 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

## AGENDA ITEM 13

further £7,000. The quotes are confidential due to their sensitive commercial nature so any discussion of the quotes will need to take place in exempt business.

6. 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.
7. A budget of £35,000 for a replacement lift has been identified in 2020/21.

### Report

8. The approximate measurements of the Lister Room entrance are:



Steps: 2m wide

Platform area: 2m x 2m

Three steps: 500mm(H)x550mm(W)

Five steps: 750mm(H)x950mm(W)

9. PCRM consultancy, the council's structural engineers, have reported that a ramp extension to increase the ramp landing by 1.25 metres would not be feasible at the Lister Room end to achieve the required gradient of 1 in 12. The ramp would have to stretch back into the bin store and through into the Marine Parade toilets and would be considerably more expensive than a lift solution. There is no room to extend the ramp in three inclined planes as it would take up too much space on the parade. Equally, digging into the garden to accommodate this would be cost prohibitive.

## AGENDA ITEM 13

10. Portable ramps to cover the steps at the Lister Room are not feasible as they would be too long even to meet a 1 in 8 gradient. The operations manager has discussed this with a portable ramp supplier.
11. A quote has been sought from Titan Lifts to add a marine grade incline lift to the railings approaching the Lister Room. This would be simpler than adding an incline lift to the roof area at the Langmoor Room end. The quote was not available at the time of writing but was estimated at c.£23,000+VAT.



Marine Grade incline lift:  
Approx £23,000+VAT

12. Titan Lifts has also provided a quote for refurbishment of the existing lift, **appendix 13D**.
13. The Equality Act 2010 includes a duty to make reasonable adjustments for disabled people. Access for wheelchair users and disabled people has been a legal requirement for many public buildings constructed since the Building Regulations Acts 2000. It therefore may not be feasible to remove the existing facility without replacing it with something else – regardless of its limited use.
14. Any recommendation from this committee will be considered by the Full Council on 1 April 2020.

Matt Adamson-Drage  
Operations manager  
March 2020



Complaints and Incidents Summary – 29 Nov 2019 to 26 Feb 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	Signs for Dogs on Leads, need to be re-painted.	Main gate entrance at Langmoor Gardens	13/01/20	Operations manager	Re-stencil complete
1677	11/02/20	Drunk people walking up the river path, anti-social behavior and vandalism.	Jericho	11/02/20	Operations manager	Meeting set up with the Community Police Sgt

Complaints and incidents dealt with by Dorset Council

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