



John Wright
Town Clerk

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

Tel: 01297 445175
Fax: 01297 443773

email: enquiries@lymeregistowncouncil.gov.uk

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 on the Zoom video conferencing facility <https://us02web.zoom.us/j/87623083964> on Wednesday 17 March 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
12.03.21

This is a formal council meeting, where the same standards of behaviour as normal are expected and all members are bound by the code of conduct.

This meeting will be 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 you wish to speak, please raise your hand and you will be invited to speak by the chairman, at which point your microphone will be unmuted.

Voting will also take place by show of hands and the chairman will indicate the votes have been noted.

If members have a pecuniary interest, they will be placed in the 'waiting room' where they cannot hear or participate in discussion and voting.

*Members of the public can make representations at the beginning of the meeting in the usual way. **To ensure the smooth running of the meeting, members of the public are asked to provide advance notice and details of the issue they intend to raise.***

If technical issues occur, the meeting may be paused to re-establish a connection. If a technological failure prevents the public from accessing the meeting or the meeting is no longer quorate, the chairman may adjourn the meeting.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030

and beyond.

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 3 February 2021 (attached)

4. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly, if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

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

6. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 3 February 2021

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. Roof Management Plan

To consider the options for a roof management plan

9. Use of Town Council-Owned Land

To allow members to consider the general use of council-owned land by local businesses whilst Covid-19 restrictions are in place and to consider two specific requests to use council-owned land

10. Traffic Speed in Residential Areas

To discuss a request from residents that the town council tackles the issue of traffic speed in specified residential areas

11. Seafront Signs Audit

To note, and discuss as necessary, an audit of seafront signage

12. Replacement of a Section of Seafront Railings at Marine Parade

To obtain member views on the best approach to dealing with the replacement of the eastern section of seafront railings on the Marine Parade

13. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 14 February and 11 March 2021

14. Exempt Business

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE VIRTUAL MEETING HELD ON WEDNESDAY 3 FEBRUARY 2021

Present

Chairman: Cllr J. Broom

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

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

Guests: S. Horsler (environmental health officer, Dorset Council)

20/01/TMH Public Forum

N. Ball

N. Ball asked if the council knew who owned the drain culvert at the back of the beach huts as water was pouring out across the pathway and not going into the drain.

N. Ball asked if the council was doing an evaluation of the pathways in the cemetery from King's Way going up the slope as it was in a bad state and growing weeds.

N. Ball also spoke in relation to agenda item 14, Roof Glass Incident. He asked if the council's insurance company was aware of the incident. He said he wasn't happy about the surface of the roof due to the standing water and he believed it was a poor job, especially as it cost £660,000. N. Ball said the building regulations' application stated the roof was only allowed for a viewing platform and therefore shouldn't be used by skateboards, for football or markets. He said he had spoken to a building control surveyor at Dorset Council (DC) about vehicles being allowed on the roof. He said the railings were not designed for vehicles and markets shouldn't take place on there as it would damage the surface. N. Ball said he understood it was the type of surface used in multi-storey car parks but he didn't think the council could afford to do the work again if it was damaged. He said there was very little income from markets so he believed it would be better not to let them happen.

20/02/TMH Apologies

Cllr R. Doney
Cllr K. Ellis – exam revision

20/03/TMH Minutes

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the previous meeting held on 4 March 2020 were **ADOPTED**.

20/04/TMH Disclosable Pecuniary Interests

Cllr G. Stammers declared a non-pecuniary interest in agenda item 13, Charmouth Road Allotments, as her son had an allotment.

20/05/TMH Dispensations

There were none.

20/06/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 4 March 2020

Cemetery gate

The operations manager said there was no date set for the instalment of the new gate but he would ensure it was done soon.

Office refurbishment

Cllr B. Larcombe asked for clarification over whether the planning application was for the frontage windows and not the oriel window in the Guildhall.

The deputy town clerk confirmed the application for the oriel window, mayor's parlour and keystones was a separate application.

20/07/TMH Update Report

Guildhall frontage and oriel window

Cllr B. Larcombe asked why it had taken so long to submit the planning application for these works.

The deputy town clerk said the preparatory work had taken some time to complete and as it was a Grade II listed building, the heritage report was very complex. He said the application was submitted 12 weeks ago but a decision was still awaited from DC.

Electric vehicle charging points

Cllr B. Larcombe said he was aware of government funding for this purpose and asked if the council would be pursuing this.

It was confirmed a funding application had been made.

Cllr R. Smith asked when Western Power Distribution would be installing the infrastructure for the points.

The operations manager said he was chasing this up and a date was yet to be confirmed.

Park and ride 2021

Although she felt it was unlikely the _5_ park and ride would operate this year, Cllr M.

Ellis asked that the landowner's consent was in place promptly and not left until last minute.

The deputy town clerk said discussions had already taken place with the landowner, who understood the difficulties, and officers would continue to liaise closely with him.

Additional beach huts on Cart Road

Cllr B. Larcombe asked when the process for selling the huts would be determined.

The deputy town clerk said he had spoken to local estate agents and the view was to wait until planning permission had been obtained before advertising them for sale. He said the planning application had been drafted.

20/08/TMH Charmouth Road Allotments

The chairman brought this item forward on the agenda and invited S. Horsler, DC's environmental health officer, to speak on this item.

S. Horsler said although the study had shown no evidence of any risk of substances or contamination migrating from the landfill site and affecting the allotments, some samples showed elevated lead levels. He said there needed to be a balanced approach to these findings and no hasty conclusions should be drawn.

S. Horsler said WPA, which had carried out the original study, was acquiring more information through a further study. He said it was common for allotments to have elevated levels of contaminating species like lead, so it was important the council took a cost-effective and reasonable approach.

S. Horsler said WPA had been asked to collate more information about the national picture to compare levels in Lyme Regis with elsewhere.

Cllr C. Reynolds asked if there was a level above which was unacceptable.

S. Horsler said there was government guidance and advisory levels but they were not absolute and needed to be interpreted in the context of other many other factors. He said the government guidance made it clear the figures had to be subject to further analysis.

Cllr G. Stammers asked if there was any way of knowing how long the land had had this level of lead, if it was increasing over time, and what could be done in future to keep the levels down.

S. Horsler said it was difficult to draw conclusions about timelines but he believed changes over time would be quite slow. He said future prevention and management could be controlled through liaison with the allotments association and providing education and advice about what allotment holders could bring to the site. He said WPA would help the council understand if something needed to be done about it now.

S. Horsler stressed there was no indication the allotments were contaminated land, just that elevated levels of lead were found and the town council was now obtaining more information to ensure it was managed correctly and in accordance with good practice.

20/09/TMH Memorial Ideas and Memorial Trees

Members agreed there was space on 'memorial walk' in Langmoor Gardens for further cherry trees. The operations manager said there was space for 14 more trees but there were 33 people on the waiting list, so members may wish to consider other options for memorials.

Cllr D. Sarson asked if the new memorial trees would be available only to local people.

The operations manager said trees had always been available to everyone.

Members were generally supportive of the idea of a tree of life but felt it needed further consideration, specifically the location, the size and the material it would be made of. It was felt the shelters would not be an appropriate location but the wall at the top of the gardens near the cinema did receive some support.

Members agreed further proposals for a tree of life should be brought to a future committee meeting.

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to agree an allocation of 14 memorial cherry trees and instruct officers to bring proposals for a tree of life to a future Town Management and Highways Committee meeting.

20/10/TMH Dorset Council Car Park Consultation

The operations manager said he would be part of the consultation group along with one member.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllr B. Larcombe to sit on the Charmouth and Lyme Regis working group to inform phase two of Dorset Council's parking charges' review, with Cllr B. Bawden as a stand-in if required.

20/11/TMH Dorset Council Car Parks – Free Parking Dates

Cllr B. Larcombe felt the town council shouldn't automatically follow suit because free parking days at the busiest times of year would cost a lot of money, and therefore dates in the medium and high season should be avoided.

Cllr B. Bawden suggested free parking coincided with the Totally Locally dates and she could provide these as soon as they were confirmed.

Members supported DC's proposals for six free parking days and it was agreed the Totally Locally dates and any other relevant dates should be sent to the operations manager as the council's four preferred days for free parking.

20/12/TMH Burial of Non-parishioners in Lyme Regis Cemetery

The support services manager said she would advise against restricting burials to parishioners, only, as this was a sensitive matter and many people who had moved away from Lyme Regis would wish to be buried in their hometown. She said there were very few people buried in the _7_ cemetery with no links to Lyme Regis.

Cllr S. Williams said the council needed to make a plan for the future as space would run out in the cemetery.

The support services manager said at some point in the future the council could restrict burials to ashes, only, as this took up less space.

Cllr B. Larcombe said he could relate to people moving away from Lyme Regis later in life but wishing to be buried here and suggested a compromise that non-parishioners could be buried if they had a family connection or origins in Lyme Regis.

The support services manager said although the fees had already been agreed for 2021-22, members were also asked to give thought to this during future reviews as they were low compared with many other councils in the local area.

As members were inclined to restrict the definition of a non-parishioner to someone with a link to Lyme Regis, the deputy town clerk questioned whether it would also be necessary to charge double fees for non-parishioners.

Cllr B. Bawden felt it was unnecessary to charge double fees if there was to be a new restriction, but this was not agreed.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to restrict the burial of non-parishioners in the town cemetery to those with a proven family connection or origins in Lyme Regis.

20/13/TMH Showers on the Beach

Members agreed the showers should not be reinstated during the pandemic and while there were continuing restrictions as they were high frequency touch points.

However, several members wanted an assurance the showers would be reinstated when it was safe to do so.

Proposed by Cllr C. Reynolds and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** the showers on the beach remain closed until pandemic restrictions are eased.

20/14/TMH Roof Glass Incident

The operations manager said the process hadn't been completed yet as the Health and Safety Committee hadn't met since the report was received from the contractor, but officers wanted to bring the information to the first available formal council committee.

Cllr B. Larcombe was concerned about the possibility of similar incidents in future and suggested a beech hedge was planted at the bottom edge of the gardens where they met the roof to help prevent stones hitting the glass. He also suggested a small fence was installed while the hedge was established. He felt this would also deter people on bikes and skateboards from coming down the hill onto the roof.

Cllr M. Ellis did not support a hedge being planted as the roof area was used as an amphitheatre for various events and other planting had previously been removed from the area to support this kind of use. She suggested signs were put in the area to

discourage any activities which could damage the glass.

The operations manager said it would also create an extra burden for the gardeners to trim under the hedge.

Cllr C. Reynolds was concerned the roots from the trees would go under the roof surface and cause other problems.

Cllr B. Larcombe said he had suggested hedges, not trees, so the roots would be proportionate but if this was a concern, he would suggest a fence.

Cllr M. Ellis requested a recorded vote on the following motion:

It was proposed by Cllr B. Larcombe and seconded by Cllr S. Williams to plant a beech hedge at the bottom edge of the gardens where it meets the roof to prevent stones hitting the glass.

Voted for – Cllr B. Larcombe, Cllr S. Williams, Cllr D. Sarson, Cllr G. Turner, Cllr R. Smith

Voted against – Cllr C. Reynolds, Cllr M. Ellis, Cllr J. Broom, Cllr G. Stammers, Cllr B. Bawden

Abstentions – None

The chairman, Cllr J. Broom, used his casting vote and the motion was not carried.

Cllr B. Larcombe requested a recorded vote on the following motion:

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds to leave the roof area as it is and for the existing precautionary measures to continue.

Voted for – Cllr M. Ellis, Cllr C. Reynolds, Cllr G. Stammers, Cllr B. Bawden, Cllr R. Smith

Voted against – Cllr B. Larcombe, Cllr J. Broom, Cllr D. Sarson, Cllr G. Turner, Cllr S. Williams

Abstentions – None

The chairman, Cllr J. Broom, used his casting vote and the motion was not carried. He felt a hedge would not be suitable as stones could still go under the hedge but said a fence would be preferable.

It was proposed by Cllr J. Broom to install a fence at the bottom edge of the gardens where it meets the roof to prevent stones hitting the glass.

This motion was not seconded.

Cllr M. Ellis said a fence would prevent people sitting on the bank and enjoying events on the roof and would also spoil the view out to sea.

Cllr B. Bawden said a fence would change the character of that area of the gardens as it provided a safe grassed play area and somewhere people could gather to watch events.

Cllr B. Larcombe said the council₉ had a responsibility to prevent accidents from

footballs, bikes and skateboards and as well as preventing stones from hitting the glass, he felt a fence would also deter these activities.

Cllr C. Reynolds said these activities were not banned from the area so the council shouldn't be actively discouraging them.

The operations manager suggested these kinds of activities could be discouraged if picnic benches and planters were placed on the roof.

The deputy town clerk said he believed the measures currently being taken in terms of netting was enough to stop stones hitting the glass. He said there were issues about the effectiveness of any barrier at the back of the roof and people could still come down the ramp onto the roof, which was installed to provide an accessible route through the gardens. He suggested officers brought to members a proper management plan about how the roof could be used in the future.

Cllr D. Sarson asked if a glass consultant could consider what other items could crack the glass.

The deputy town clerk said this could be picked up as part of the management plan and how the glass might react may inform the uses of the roof.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to draft a management plan for the future use of the roof which takes into account the glass incident and for this to be brought back to a future Town Management and Highways Committee meeting.

20/15/TMH Circus Request

The operations manager said he had already spoken to the landowner of Strawberry Field and he would support the circus being located there.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to open discussions with Circus Ginnett to operate at Strawberry Field, subject to further discussions with the landowner.

20/16/TMH Stile Lane

The deputy town clerk said DC was aware of the issues affecting this route and although the definitive route of the footpath was unavailable because of stabilisation works and the route passing through the Marine Parade retaining wall and commercial premises, the view was there was an equally commodious(don't like the expression but it's what the legislation calls it) route on public land and therefore no need to take any steps to formally divert the route.

The deputy town clerk said he was waiting to receive this formally in writing from DC, which would be reported to the next meeting, although it was unlikely there would need to be a report to consider diverting the definitive route.

20/17/TMH 17 Monmouth Beach Chalet

The deputy town clerk said the footprint would remain the same as the current structure but the neighbour was objecting to the plans, regardless of whether there was a

pitched or flat roof. He said 70% of the chalet would remain as is and the only proposed change was the elevated section at the back, but the height of the ridge would be higher than any nearby chalet.

Members were concerned about the increased ridge height, that the proposed new structure no longer looked like a chalet, and it would set a precedent on the site.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to reject the plans for changes to the structure of 17 Monmouth Beach chalet.

20/18/TMH RPI Rent Increases Applied to Chalet Leases Since 2018

Proposed by Cllr J. Broom 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.

20/19/TMH Complaints and Incidents

Cllr M. Ellis asked if there could be a more detailed description of how an issue was resolved.

Members generally agreed they liked seeing compliments as well as complaints and incidents.

20/20/TMH Exempt Business

a) RPI Rent Increases Applied to Chalet Leases Since 2018

The deputy town clerk said the issue related not to day huts and caravans, only chalets which had been moved to lease arrangements. He said there had been significant improvements in collecting arrears since the last report to members but one of the most contentious issues had been the application of RPI rent increases.

Members acknowledged that although it would be a financial loss to the council, the settling of debts was a bigger objective.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to waive any RPI-related rent increases applied to Monmouth Beach chalet rents for the financial years 2018/19, 2019/20 and 2020/21 for the reasons set out in the report and at a maximum total one-off cost to the council of £20,903.73 + VAT.

The meeting closed at 9.38pm.

Committee: Town Management and Highways

Date: 17 March 2021

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 3 February 2021

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

20/06/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 4 March 2020

Cemetery gate

The cemetery gate at the Elizabeth Close entrance has been fitted.

20/07/TMH – Update Report

Electric vehicle charging points

The operations manager is booked on a Western Power Distribution webinar for local authorities pursuing EV charging in public car parks on 25 March 2021. It is hoped further information on the delay to their infrastructure works in Lyme Regis will be available.

Additional beach huts on Cart Road

The planning application for additional beach huts had been delayed due to an anomaly with Dorset Council's planning portal where previous application documents were unable to be viewed. Some of this information is pertinent to creating our new application. That anomaly has now been rectified and officers will proceed with the application.

20/08/TMH – Charmouth Road Allotments

The report from WPA was due by the end of February but has not yet been received. Officers chased this up on 11 March 2021 and any update will be reported verbally to the meeting.

20/09/TMH – Memorial Ideas and Memorial Trees

The 14 new trees will be planted later in the year, which will also give the office time to contact all those on the waiting list, allocate trees and arrange payment.

20/10/TMH – Dorset Council Car Park Consultation

No initial meeting date has been forthcoming as yet.

20/11/TMH – Dorset Council Car Parks – Free Parking Dates

We received the following confirmation from Dorset Council (DC) on 19 February 2021:

“Thank you for these dates. We are in the process of having the free parking policy signed-off, but these dates fit into what we have proposed so I cannot see any problem with them!

I will pass them onto the parking team who will do all the necessary prep to ensure that the car parks are free on those days”.

The dates requested for free parking in DC car parks are:

- Totally Locally Fiver Festival - Saturday 9 and Sunday 10 October
- Remembrance Day – Thursday 11 November
- Small Business Saturday – Saturday 4 December
- Carols Round the Tree – Thursday 23 December

Woodmead car park will be free parking on the same dates.

20/13/TMH – Showers on the Beach

Providing the easing of restrictions moves ahead as planned, the showers will be reinstalled after 21 June 2021 when all restrictions are lifted.

20/15/TMH – Circus Request

The circus is booked in from 12 July to 30 August 2021. They will conduct a site visit with the operations manager nearer the time.

20/16/TMH-Stile Lane

It would appear DC are not interested in pursuing or supporting any application to divert the route of Stile Lane to reflect the route currently available and used. In the circumstances and given the availability of a convenient and alternative route, officers do not intend to pursue the matter further.

20/17/TMH – 17 Monmouth Beach Chalet

The owner of 17 Monmouth Beach now wishes to replace the chalet with a new building with a very similar footprint and identical orientation to the existing and with a ‘normal’ shaped pitched roof; albeit slightly higher at the apex and eaves than the current chalet.

Detailed plans are awaited, at which point the matter will be brought back to members for decision. The initial view based on the discussions which have taken place is that the revised plans are likely to be acceptable.

Matt Adamson-Drage
Operations manager
February 2021

Mark Green
Deputy town clerk

Committee: Town Management and Highways

Date: 17 March 2021

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Guildhall oriel window and frontage

As of 11 March 2021, planning permission and Listed Building Consent for the various planned works to the Guildhall, including the taking back of the roadside oriel window, works to the entrance porch and keystone and repairs to the windows and mullions to the mayor's parlour, had still not been received from Dorset Council; despite a target date for determination of the applications of 2 January 2021. The architect is liaising with the planning officer and decisions are expected imminently.

Quotes were obtained for the various works. The lowest price for the works to the oriel window was from CG Fry and Son Ltd in the sum of £24,770 + VAT. The other works were priced separately, and their total cost is in the region of £15k + VAT.

Although the intention had been to undertake all works at the same time during March, and a road closure had been sought from Dorset Council to facilitate this, those contractors who priced for the oriel window subsequently advised that they had won other contracts which meant they could no longer do the works until May/June; when Dorset Council would not support the closure of the road.

In the circumstances, the intention is now to carry out all works other than those to the oriel window, i.e., those which do not require a road closure, during either the first half of May and/or June. The Guildhall has been kept clear of weddings and other meetings to facilitate this work. It is not feasible to do the works in late-May because of several already-booked weddings and other events.

The required works are not minor, will involve significant scaffolding and will take at least four weeks to complete. It may be that the works will be split, with work to the mayor's parlour taking place in the first half of May and work to the porch area during June. Discussions with the contractor are ongoing. Any update will be reported verbally.

The contractor has requested that they be able to use the mayor's parlour and toilets as a staff facility during the works and this has been agreed. The contractor has also requested the use of the car park area for materials, equipment and vehicles. This has also been agreed subject to maintaining access and to utilising the minimum required area.

The work to the oriel window will now have to wait until the autumn, probably immediately after the school half-term break. The contractor has now confirmed that they will hold their quoted price until then and they have diarised the work.

In order to maximise the benefit of the likely month-long road closure, it will make sense to carry out roadside repairs to the office building at the same time. Permission for two separate and lengthy road closures is unlikely to receive support from Dorset Council.

There are known issues with several of the roadside windows to the office building, and the frontage guttering and the flat roof area above the town clerk's office also require attention. These works will all require planning permissions, Listed Building Consent and building regulations approval. In addition, quotes will need to be obtained. Given the length of time it has already taken to (not yet) get permissions in place for the works to the Guildhall, it will be necessary to start preparing plans, etc for the office works almost immediately if an autumn timescale for the works is to be achieved.

Reed Holland Architects of Taunton were chosen for the previously planned refurbishment works to the offices and it is intended to continue with their support for these roadside works.

Given previous decisions and the need to make rapid progress with plans and applications, Reed Holland will be instructed to commence work straight away.

During consideration of the 2021-22 budget and future objectives at the 25 November 2020 meeting of Full Council, an indicative sum of up to £100k was allocated to office repairs. However, expenditure on future objectives was noted as being subject to the council's reserves exceeding £850k or 50% of turnover. It was also noted that expenditure on office repairs, although a high priority, might need to be spread over two financial years. If the roadside repair works are to be carried out comprehensively in autumn 2021, the precise timing and the amount of the approved expenditure may need to be revisited in due course.

The planned March road closure will not now take place. Dorset Council had intended to 'take over' 'our' road closure in order that they could carry out a major upgrading of the traffic light system in Church/Bridge Street. This will not now take place in March and they intend to carry out 'their' works in the autumn to coincide with 'our' works to the oriel window and offices.

Beach Profiling

The harbourmaster and Dorset Council have advised the harbour dredging and beach reprofiling works in Lyme will take place, weather and seas permitting, during the fortnight commencing 6 April 2021. This period covers the works at both Bridport (West Bay) and Lyme Regis harbours and they are unable at this stage to be more precise about when, within that period, the works at Lyme will take place.

Easter school holidays in both Dorset and Somerset run from 2-16 April and, based on the current COVID timetable, restaurants re-open for outside dining on 12 April. The timing of the works is not ideal, but it appears to be fixed.

We have offered the services of a banksman throughout the works because we understand that this may allow part of the sandy beach to remain open whilst works are ongoing.

New Harbourmaster's Store for Dorset Council

Recent discussions with the harbourmaster and Dorset Council highlighted that the completion of the approved new 'harbourmaster's store' was likely to be delayed until at least July 2021.

The harbourmaster is currently using a town council-owned building at Monmouth Beach under the terms of a 'held-over' lease. Members have previously indicated the desire to take back that property for use by the town council.

Officers will continue to liaise with the harbourmaster and Dorset Council and ensure that vacation of the town council's building takes place as soon as practicably possible after the completion of the new store building.

Guildhall Shop lease

The tenant of the Guildhall shop has indicated that they would like to extend their existing lease of the premises. The current five-year lease expires in two years' time and they would like to extend it at this stage to give them better business certainty and continuity.

Their occupation of the shop does not impact on either the use of the remainder of the Guildhall or on the council's plans for the office building and provides reliable income for the council.

Detailed proposals and a draft lease will be brought to the next meeting of this committee for consideration.

Park and Ride 2021

Discussions are ongoing about the potential cost and the financial and other risks associated with running a park and ride service for Lyme; at least during the period of the school summer holidays

This requires some quite complex financial modelling with assumptions about viability at differing levels of usage and fare structure. The landowner is also anxious to understand the council's intentions for this year.

The current officer view is that a park and ride service is unlikely to be realistic and financially viable in 2021, other than during the school summer holiday period. Even that view could be significantly altered by events entirely beyond the control of this council and subject to sudden and unexpected change.

If a decision is made to run the service at some point, the previously agreed temporary signage can be put in place at relatively short notice. More problematic is putting in place bus and driver capacity and obtaining the necessary permissions from the Traffic Commissioners. Landowner consent will also be required to operate some changed arrangement for part-year only.

It had been hoped to bring a more detailed report to this committee, but the potential financial implications to this council of any decision run to £tens of thousands and officers require more time to model all of the various options and scenarios. There is adequate time to do this given the earliest likely timescale for commencing any service.

Matt Adamson-Drage
Operations manager
March 2021

Mark Green
Deputy town clerk

Committee: Town Management and Highways Committee

Date: 17 March 2021

Title: Roof Management Plan

Purpose

To consider the options for a roof management plan

Recommendation

Members consider the roof management plan options and instruct officers how to proceed

Background

1. Members received several reports about the need to carry out works to the roof of the shelters' building on the Marine Parade at Lyme Regis, including a substantive report to the extraordinary meeting of Full Council held on 4 September 2019.
2. A specification was agreed, detailed plans drawn up and tender documents prepared by the council's architects, Crickmay Stark. Tenders were invited from contractors with a closing date of noon on 2 August 2019.
3. That specification included elements of both repair and enhancement, the latter was specifically aimed at allowing greater use of the flat-roofed area by the public and in connection with events. The principal enhancements included new feature railings and glass panelling, additional lighting and new power and water supply points.
4. Disappointingly, only two tenders were received, the lowest of which was in a sum almost double the approved budget. It was absolutely clear that no amount of negotiation or value-engineering would bring the price within budget.
5. The architect was instructed to go back out to tender with a reduced scope of works and to a fresh group of contractors.
6. The new invitation to tender was sent out on 6 September 2019 with a return date of 4 October 2019.
7. Contractors were asked to price the works on an individual 'menu' basis but with a primary focus on repairing the roof by overlaying with the same modern, high-quality material previously approved by members.
8. Other works were priced individually, included the feature railings, new lighting, new water and power points, removing the roof-top steps as part of the roofing works and improving access to the roof area from the gardens.
9. When members considered the 'new' tenders at an extraordinary meeting of Full Council on 16 October 2019, it was specifically decided to choose a specification which included additional works at additional cost; including the feature railings and the removal of the rooftop

steps. The additional cost of these works was in excess of £100k. That extra cost was justified in terms of warranty benefits, aesthetic enhancement and improved access and potential use by the public and for events.

Report

10. At the previous meeting of this committee on 3 February 2021, members asked officers to bring a roof management plan to this committee.
11. Members have differing views on this subject and for officers to form a plan that the council is content with, guidance from members is required. This report will allow members to offer that guidance by providing a series of options that members may wish to discuss and choose from. The list is not exhaustive, and members may wish to introduce other options during the discussion. It is hoped that a conclusion can be reached at this meeting to afford the council a way forward for any events over the coming season. From this information, a management plan and risk assessment can be produced by officers and will be brought to a future meeting.
12. To facilitate guiding the debate members may wish to start by discussing the following:
 - a. Discussion and vote on whether the roof should or should not be used for events or other options.
 - b. If the decision is established to use the roof for events, further discussion should be held about the degree of what is and what is not acceptable using the list of options below as a guide.
13. The following list is not exhaustive. Members may wish to discuss each option and take a vote.

Options during events:

- Vehicles - specified number at any one time. Set-up and takedown only¹
- Horse boxes/trailers (towed) – maximum number, limited only by available space or seaward/landward side only
- Generator(s)² (towed)
- Marquee
- Gazebos – maximum number or limited only by available space or seaward/landward side only

Other Options:

- Planters, picnic tables (removable) and deckchairs, i.e. to deter skateboarding
- Pop-up, seasonal or permanent open-air restaurant/bar – located at the western end.

Other uses of eastern end:

- Pop-up cinema
- Theatre performances

¹ If members decide not to allow vehicles, horseboxes/trailers and generators will be automatically barred from the roof.

² A generator is used from the Marine Parade during 'Food Rocks' to service the Marquee at the western end. Additional generator(s) towed onto the roof would be required to service a bar or other facility elsewhere on the roof – this was done for the Street Food Festival.

- Music concerts

14. Any recommendations from this committee will be considered by the Full Council on 14 April 2021.

Matt Adamson-Drage
Operations manager
March 2021

Committee: Town Management and Highways

Date: 17 March 2021

Title: Use of Town Council-Owned Land

Purpose

To allow members to consider the general use of council-owned land by local businesses whilst Covid-19 restrictions are in place and to consider two specific requests to use council-owned land

Recommendation

Members consider the report and instruct officers

Background

1. On 3 March 2021, the Full Council considered a report on its response to the prime minister's announcement on 22 February 2021 on the roadmap for the easing out of lockdown restrictions. Among other issues, the report asked members to consider allowing businesses to trade on council-owned land
2. At that meeting, members referred discussion on allowing businesses to trade on council-owned land to this committee.

Report

3. In spring 2020, the government urged local authorities to make land available to traders whose activities were constrained by Covid-19 restrictions. The government also introduced legislation on the issuing of permits for 'sitting out' until 30 September 2021.
4. The government's roadmap details the earliest dates for easing lockdown restrictions and concludes on 21 June 2021³.
5. On 5 March 2021, the secretary of state for Housing, Communities and Local Government wrote to the leaders of principal local councils about supporting the reopening of outdoor hospitality. In his letter, the secretary of state, Robert Jenrick MP, urged councils 'to do everything possible to help those businesses reopen safely and prosper again.' The letter, **appendix 9A**, referred to the extension of pavement licences by a further 12 months and a relaxation of planning considerations; he also stressed he didn't want to see red tape get in the way.
6. The council, if it so wishes, could approach local businesses whose operations are constrained by Covid-19 legislation to see if they are interested in temporarily trading on town council-owned land up until 21 June 2021.
7. Locations could include parts of Marine Parade and the shelters, the roof above SWiM, antique and craft centre and amusement arcade, and sections of the gardens.

³ No earlier than 12 April 2021, restaurants and pub gardens will be allowed to serve customers sitting outdoors, including alcohol. Shops will be allowed to open

No earlier than 17 May 2021, pubs, restaurants, and other hospitality venues can seat customers outdoors

No earlier than 21 June 2021, all legal limits on social distancing will be removed.

8. So far, two specific requests have been received from SWiM and the Oyster and Fish House to use town council-owned land.
9. SWiM's proposal is attached, **appendix 9B**. In summary, SWiM would like to place 10 two-seater tables on Marine Parade. The option of using the roof above its premises was discussed but was only considered viable if a long-term agreement could be agreed.
10. The Oyster and Fish House's proposal is attached, **appendix 9C**. In summary, the Oyster and Fish House would like to have tables and chairs, covered by a sail type structure, on the pitch and putt area in Langmoor Gardens. This arrangement would be until 21 June 2021. After 21 June 2021, the Oyster and Fish House would like to use this area for, 'serving snacks and drinks for a more relaxed style of dining'.
11. Any recommendations from this committee will be considered by the Full Council on 14 April 2021.

John Wright
Town clerk
March 2021



**Ministry of Housing,
Communities &
Local Government**

Rt Hon Robert Jenrick MP
*Secretary of State for Housing, Communities & Local
Government*

**Ministry of Housing, Communities & Local
Government**
Fry Building
2 Marsham Street
London
SW1P 4DF
Tel: 0303 444 3450
Email: robert.jenrick@communities.gov.uk

www.gov.uk/mhclg

5 March 2021

Dear Leader,

Supporting the reopening of outdoor hospitality

On 22 February the Prime Minister published a roadmap for easing the lockdown restrictions and set out that in step two, which will be no earlier than 12 April, hospitality venues will be allowed to serve people outdoors. I am writing to you today to highlight the measures in place to support the safe re-opening of hospitality businesses and to urge you to do everything possible to help these businesses reopen safely and prosper again.

All of us in Government are looking forward to seeing pubs, cafes and restaurants open again, and, as Communities Secretary, I'm determined that we don't let red tape get in the way of a great British summer. Last summer we introduced several measures to support hospitality businesses to reopen safely, enabling business across the country to continue to serve their local communities. The planning changes we put in place last year have been a lifeline to many businesses and they're here to stay for the summer of 2021.

To that end, I am pleased to announce that we will be extending pavement licences for a further 12 months, making it easier and cheaper for pubs, restaurants and cafes to continue to make al fresco dining a reality with outside seating, tables and street stalls to serve food and drinks. We are also continuing to support local communities hold popular outdoor events like summer fairs, car-boot sales, and markets, without the need for planning permission.

The automatic right to provide takeaways and do deliveries we created at the start of the pandemic is going to continue, as will the right for pubs to have marquees and awnings without planning permission for up to two months.

To remind you of the freedoms we have put in place, I have set out all of the measures that we introduced below:

Al fresco dining

We introduced a simplified route for pubs, restaurants and cafes to obtain a temporary pavement licence to place furniture including outdoor tables and seating on the highway, allowing them to increase their outdoor capacity quickly and at a low cost. We introduced these pavement licence provisions on 22 July 2020 in the Business and Planning Act 2020. They include a capped application fee of £100 and a 10-working day consultation and determination period.

We have made clear in the pavement licence guidance that we expect local authorities to grant licences for 12 months or more unless there are good reasons not to, such as plans for future changes in use of road

space. Therefore, unless there are very good reasons, we would expect licences granted under these provisions to continue to apply into this summer so that businesses do not have to reapply or be charged a further application fee when they are able to re-open to serve customers outdoors. These temporary provisions are currently due to expire on 30 September 2021, but to give further certainty to businesses I will be introducing secondary legislation to extend these provisions for a further 12 months, subject to Parliamentary approval.

Given the continuing importance of the outdoors to reduce transmission of the virus, I strongly encourage you to plan for outdoor dining and make all necessary changes to local high streets, squares and the public realm so this is as convenient as possible for businesses and members of the public.

Freedom to use land for community events and outdoor hospitality

Last year we provided greater flexibility for businesses to hold outdoor events such as summer fairs or motorsports on land without the need for a planning application, while events such as car-boot sales, or people or businesses such as pubs wishing to set up marquees will also be exempt. We have increased the number of days allowed for such temporary events from 28 to 56, and in November extended this provision until 31 December 2021.

Outdoor markets

We have also introduced a new temporary right, extended to March 2022, that allows local authorities, either by themselves or by others on their behalf, to use land to hold a market without having to apply for planning permission.

Takeaways

Finally, we also introduced measures to support restaurants, drinking establishments such as pubs and cafes to serve takeaway food when they were otherwise closed due to coronavirus restrictions. These measures will continue to apply until March 2022.

We introduced these changes to provide much needed support to hard-hit hospitality businesses. It is vital that local authorities use these measures in a pragmatic way to help support the high street, businesses and jobs, once restrictions allow them to do so.

Thank you for all you have done in your local community to help businesses prepare for a safe reopening. As we emerge from this incredibly challenging period – let's not let bureaucracy get in the way of a great British summer for the hospitality industry.

A handwritten signature in black ink that reads "Robert Jenrick". The signature is written in a cursive, slightly informal style. Below the name, there is a single horizontal line that starts under the 'R' and ends under the 'k'.

RT HON ROBERT JENRICK MP

From: Kyle Clarke
Sent: 04 March 2021 11:28
To: Mark Green <deputytc@lymeregistowncouncil.gov.uk>
Subject: Re: Extra outdoor seating

Hi Mark,

As many as we could while keeping whatever social distancing measures are in place at that time and keeping the highway as open as required. I would image they would need to be small tables of 2, so perhaps ten tables and 20 chairs.

The roof would be a bit hard to service, but if we could put a little bar, or something, up there that we could lock away on rainy days and nights that could work. And then just remove it completely for winter. No bigger than a market stall type of set up but much prettier!

Thanks,

Kyle

On 4 Mar 2021, at 10:44, Mark Green <deputytc@lymeregistowncouncil.gov.uk> wrote:

Hi Kyle,

We've received at least one similar enquiry and we will be having a discussion at the Town Management and Highways meeting on 17 March about what might be possible in general and the use of the roof area in particular.

Do you have an idea of how many tables/chairs/benches/covers you would ideally like?

Is the roof area too difficult to 'service', or might that be a possibility?

Kind regards,

Mark.

From: Kyle Clarke
Sent: 04 March 2021 09:47
To: Mark Green <deputytc@lymeregistowncouncil.gov.uk>
Subject: Extra outdoor seating

Hi Mark,

I hope all is well. With the paused opening of hospitality I'm wondering if there's anyway we could use part of the promenade for additional outdoor seating? Obviously respecting the clear way for emergency vehicles.

Thanks,
Kyle

Kyle Clarke
Co-Founder

From: Jo Harris
Sent: 25 February 2021 11:00
To: John Wright <townclerk@lymeregistowncouncil.gov.uk>
Cc: Mark Hix
Subject: The Oyster & Fish House

Hi John

I hope you are well. Further to your conversation with Mark, we would love to utilise the Pitch and Putt area for outdoor dining for The Oyster & Fish House. We sent a proposal last autumn but I understand it didn't reach you, so apologies for that. Of course we would love to rent the space throughout the spring and summer longer term, but with current restrictions in place it would make a huge difference to our business to at least utilise this space from April this year in order to make it possible for us to reopen our business in April rather than May. If we can only open the terrace at The Fish House for this time it wouldn't be financially viable to open at all, with only a handful of socially distanced covers.

The idea is to have a sail type structure with tables and seating, as an extension to the restaurant dining offer. Of course all seating would be stored away at night-time due to security but the sail/gazebo would remain for the duration. Once the restaurant is open fully again in June with no restrictions we would love to utilise this space to offer a slightly different experience to the Fish House, serving snacks and drinks for a more relaxed style of dining, such as lobster sliders and oysters, perhaps with hay bales for casual seating.

Ideally we would need to create a few steps down from the current terrace to enable easy access to and from the restaurant to expedite the food and drinks more easily. Mark will walk you through this idea when you see him tomorrow as it's much easier to explain in person on site.

I hope this gives enough initial background ahead of your meeting and we do hope that this will be of interest to the council at your meeting next week.

If you need further information for your meeting please do let me know.

Regards

Jo





Jo Harris

Communications Manager

Coastal Marks

www.thefoxinnorscombe.co.uk

www.theoysterandfishhouse.co.uk

Committee: Town Management and Highways Committee

Date: 17 March 2021

Title: Traffic Speed in Residential Areas

Purpose

To discuss a request from residents that the town council tackles the issue of traffic speed in specified residential areas

Recommendation

Members consider whether the issue of speeding in residential areas is significant enough to warrant the setting up of a community speed watch group in collaboration with the local PCSO

Report

1. Residents of Queens Walk, Colway Lane and Roman Road recently contacted the office with concerns over the speed of traffic in these residential areas.
2. Enforcement of speed is a police matter, however, where a problem exists a traffic regulation order (TRO) can be implemented to change the speed limit or introduce other measures.
3. The local Dorset Council (DC) community highways officer was contacted for advice. To establish if there is a problem, the first action should be to commence a community speed watch group, coordinated with the local PCSO, where incidents of speeding can be recorded. In addition, at town council expense, DC Highways engineering group can employ a traffic engineering loop to collect speed data. If these actions suggest there is a speed problem, a TRO can be requested. Dorset Council Highways normally requires the town council to request any changes to the highway structure/signage/speed limits at the town council's expense. The process can be very expensive (circa £20,000) and there is presently a considerable backlog of TROs awaiting approval across the county.
4. Further information about a community speed watch scheme has been obtained from the scheme co-ordinator at Dorset Road Safe, **appendix 10A**.
5. Officers have also contacted the local PCSO for her views on a speedwatch group, **appendix 10B**.
6. Any recommendations from this committee will be considered by the Full Council on 14 April 2021.

Matt Adamson-Drage
Operations manager
March 2021

Email from Martha Perry, Community Speed Watch Coordinator

Good afternoon, PCSO Amanda King has copied me into the email she sent in relation to a Community Speed Watch in Lyme Regis. Amanda is correct in stating that to establish a scheme we would require six volunteers. I do already have one member of the public keen to join a team. Attached is a handbook we send to volunteers together with a personal details form that can be sent to anyone interested. Alternatively volunteers can register through the Dorset Road Safe website. One member of the team must be willing to act as the coordinator and it is this person who will arrange the sessions and act as the liaison between the team and Dorset Police.

We wouldn't normally carry out the road risk assessments to find suitable sites, until we know that there is sufficient interest.

The equipment costs in the region of £326 although initially this is all lent to a new team with them purchasing it once the team has been operational for a few months. The parish council is usually asked to cover this cost although some teams fund this through a community grant.

There are currently 80 teams in Dorset providing a network of speed monitoring across the whole of the County. The purpose of CSW is to provide education through visibility, with advisory letters sent to those recorded as speeding. To reinforce the relationship between our teams and the Police, we are also able to offer additional speed enforcement with officers on occasion working alongside our teams.

Any help I can give please feel free to contact me.

Martha Perry (6355)

Community Speed Watch Co-ordinator

Dorset Road Safe

Email from PCSO Amanda King

I wonder whether this is just a covid lockdown related issue where people are speeding because the roads are quieter especially at night and there are more pedestrians using the road as part of their daily exercise. I occasionally drive and walk along both Roman Road and Colway Lane and can understand the roads must be of concern particularly for pedestrians because of the lack of pavement but find it difficult to imagine anyone exceeding the speed limit during the day (assuming its 30 mph) because of the narrowness and the bends in the roads and the likelihood that you may meet another vehicle or pedestrian coming the other way.

The majority of people I have observed drive with real care along these roads but there is always the exception so I wonder whether the road speed limit should be reduced to 20 mph on these roads (as I presume its 30 mph currently) and other road calming measures introduced.

I love to encourage participation in the Community Speed Watch Scheme however I have real reservations about the suitability of Colway Lane and Roman Road for a community speed watch scheme because of the narrowness of these roads and the safety implications for volunteers so sleeping policeman or other road calming measures may more suitable under the circumstances.

In regard to Queens Walk if a Community Speedwatch Scheme is an idea that members would like to take forward I can liaise with Martha Perry (Police Community Speedwatch Co-ordinator) or one of her team to assess and conduct a risk assessment. I have had reports of concerns of speeding along Anning Road in the past (particularly around school drop off time) and have arranged for the mobile speed camera van to visit a couple of times so maybe if a Community speedwatch group was set up a group may like to encompass this road as well.

Members will also need to bear in mind that if the roads are assessed as safe for a scheme then ideally you need a team of volunteers to draw upon, ideally six or more, as one person needs to operate the camera and another needs to write down the registration number and vehicle details and ideally you need a third person to assist acting as an observer. We also vet the volunteers to make sure they are suitable but this is done in an informal way.

Usually, the Police will loan a camera initially to the volunteers but the scheme will usually cover the cost of a camera themselves moving forward by seeking funding from their local council or another source.

If you want to talk to Martha to discuss in more detail her Tel no is: 01202 222230 or email: martha.perry@dorset.pnn.police.uk.

For your info The Dorset Road Safe Partnership (<https://www.dorsetroadsafe.org.uk>.) and Dorset police website contains more info about Community Speed Watch. Please note that at present due to the lockdown Community Speedwatch groups are not operating.

I hope this helps.

Kind Regards

Amanda King 6090
PCSO

Committee: Town Management and Highways Committee

Date: 17 March 2021

Title: Seafront Signs Audit

Purpose

To note, and discuss as necessary, an audit of seafront signage

Recommendation

Members note the report

Report

- At the Tourism, Community and Publicity Committee meeting on 10 February 2021, members requested an audit of seafront signage. The following signage was recorded from Cobb Gate to the Royal Standard. Dorset Council signage is displayed in red. Town council signage is displayed in black.

	Sign	Location
1	Clean up after your dog (A5)	Lamppost - back of Lyme Bay restaurant
2	Please do not feed seagulls (A5)	"
3	Landslide beware (A4+)	Cobb Gate barrier
4	PSPO map (large) – needs updating	Wall by the anchor
5	PSPO map (large) – needs updating	Cobb Gate – entrance to beach – groyne wall
6	Keep dogs on leads (A4)	Pole - by Cobb Gate disabled bay
7	"	Railings - Steps up to Marine Parade
8	Please don't feed the seagulls (A5)	Attached to RNLI sign - Cart Rd by Cobb Gate
9	RNLI Beach Safety (large sign)	Start of Cart Rd
10	PSPO map	Pole at start of Cart Rd
11	Caution Shingle beach shelves steeply	"
12	Beach Wheelchairs for Hire (large)	Signboard – seafront railings (dbl sided)
13	Please don't feed the seagulls (large)	Signboard – seafront railings (dbl sided)
14	Keeps dog on leads (A5)	Lamppost – start of Marine Parade
15	Marine Theatre directional sign	"
16	No cycling/No skateboarding roundels	Pole – start of Marine Parade
17	PSPO map (large)	"
18	2m Social distancing roundel	"
19	Fingerpost	Bus Stop – Quality Corner
20	No feeding of seagulls (A4)	Lamppost opposite Alcove
21	Please don't feed the seagulls (large)	Signboard – seafront railings (dbl sided) – nr Molly's
22	PSPO map (small)	Beach railings nr Molly's
23	Caution Shingle beach shelves steeply	Pole on beach nr Molly's
24	No feeding of seagulls (A4)	Lamppost – Marine Parade

25	No dogs on the beach x2 (A5)	Beach railings nr steps up to Marine Parade
26	No feeding of seagulls (A4)	Lamppost Marine Parade nr steps
27	PSPO map (small)	Pole - Turning circle nr Kiosk
28	Caution Shingle beach shelves steeply	"
29	No feeding of seagulls (A4)	"
30	No dogs on the beach(A5)	Barrier – nr Kiosk
31	Information Point directional sign	Pole – bottom of slope
32	Clean up after your dog (A5)	Slope railings
33	Please don't feed the seagulls (large)	Railings nr Kiosk (dbl sided)
34	No dogs on the beach (A5)	"
35	Please don't feed the seagulls (large)	Marine Parade nr Largigi
36	Lyme Regis Sculpture Trail	Wall – in front of steps to Langmoor Rm
37	CCTV in operation	"
38	No skateboarding /No cycling roundels + CCTV in operation sticker	Lamppost Marine Parade
39	Lift to Upper Level (large)	On East Store
40	Please don't feed the seagulls (large)	Railings - Opposite Boylos
41-3	3x Seating Area Closed to the Public during Market Trading	Performance area
44	CCTV in operation	"
45	AED signage	Front and side of Jubilee Pavilion
46	No feeding of seagulls (A4)	Lamppost opposite Jubilee Pavilion
47-9	3x Seating Area Closed to the Public during Market Trading	Market Area
50	CCTV in operation	"
51	Please don't feed the seagulls (large)	Railings - Opposite Market Area
52	No dog fouling sticker	Lamppost nr National Trust shop
53	Lyme Regis Sculpture Trail	West Store wall
54	Please don't feed seagulls (A4)	Lamppost nr bin store
55	Marine Parade Toilets sign x2 (front and side)	Marine Parade toilets
56	Footwash sign	"
57-60	2x Keep dogs on leads (A4) Please don't feed the seagulls (large) PSPO map (small)	Railings nr groyne
61	Clean it Up – dog fouling sticker	Lamppost on Marine Parade
62	Don't Be a Tosser (Litter Free Coast and Sea campaign)	Banner on railings nr Amusements
63	Please stay 2m apart – Protect Yourself and Others	Large Banner – railings nr Antiques
64	Marine Theatre directional sign	Lamppost nr SWIM
65	No feeding of seagulls (A4)	"
66	Clean up after your dog (A5)	Railing nr SWIM
67	Please don't feed the seagulls (large)	Railings nr SWIM (dbl sided)
68	Langmoor Lister Gardens directional Mini golf / Woodland Walk /Table Tennis	Railings next to SWIM by steps up
	Keep dogs on leads (A4)	Marine Parade barrier
70	No cycling / No skateboarding (A3) No feeding of seagulls (A4)	Pole by Marine Parade barrier
71	PSPO map	By Jane Austen steps
72	Caution Steep Uneven Steps	Steps up opposite Royal standard MP entrance
73	Keep dogs on leads	Lamppost "

74	PSPO map	Pole by Beach Access nr Janes cafe
75	PSPO map	Pole by Beach Access beyond Janes cafe
76	PSPO map	Pole by Beach Access nr Royal Standard
77	Please don't feed the seagulls (large)	Railings (dbl sided) opposite Royal Standard
78-9	No dogs on the beach (A5) / Keep dogs on a lead (A5)	On Barriers by Royal Standard
80+	Dogs on Leads - Stencils	Various at entrance points towards the beach and at entrances in the gardens
81+	Step Free signage	Leading through the gardens
82+	No skateboard signs - removed	Roof over SWIM/Antiques/Amusements
83	Fingerpost	Nr Lister Rm ramp
84	Clean up after your dog (A5)	Railings – Lister Rm ramp
85+	Recycling - Bin Stickers	Various – some beginning to peel off



2. The majority of signage and poles are in reasonable order, although some rust is present on some poles and some bin stickers are peeling off. Replacements will be sourced as required.
3. Any recommendations from this committee will be considered by the Full Council on 14 April 2021.

Matt Adamson-Drage
Operations manager
March 2021

Committee: Town Management and Highways

Date: 17 March 2021

Title: Replacement of a Section of Seafront Railings at Marine Parade

Purpose of Report

To obtain member views on the best approach to dealing with the replacement of the eastern section of seafront railings on the Marine Parade

Recommendation

Members consider the report and indicate how they wish to proceed

Background

1. On 25 November 2015, this committee considered a report about the condition of old and damaged railings along the seafront on the eastern section of Marine Parade and at Bell Cliff. This section extends to approximately 200m in total.
2. It was noted that two local engineering companies had inspected the railings concerned and had recommended their full replacement; concluding that further ad-hoc repairs were simply not practicable.
3. At that meeting, members considered four different styles of replacement railings. Having noted that all were likely to involve similar cost, the committee favoured the 'modern' design which had already been installed along the rest of the seafront by West Dorset District Council (WDDC) in 2006. This view was supported by Full Council on 16 December 2015.
4. In March 2016, advice was sought from WDDC regarding the replacement of the seafront railings. The conservation officer felt the removal of the existing railings and replacement with the council's preferred design was not appropriate. The officer said if repair of the existing railings was not possible, the recommendation was like-for-like replacement.
5. Boon Brown Architects of Yeovil were subsequently appointed to deal with the required planning application on this council's behalf. The application was submitted on 5 May 2017 after delays caused by the need to carry out a full survey and provide a detailed heritage statement.
6. That application was considered by WDDC's planning committee on 14 September 2017 and was refused on the casting vote of the chairman.
7. The meeting was attended by Cllr B. Larcombe and Shaun Travers of Boon Brown, both of whom spoke in support of the application on this council's behalf.
8. The decision notice, including the reasons for the application being refused, is attached, **appendix 12A.**

9. At the meeting of this committee on 4 October 2017, members considered what to do in response to the refusal of planning permission.
10. It was noted that potential options included:
- Appeal the refusal notice
 - Make a new application straight away, either with or without modification
 - Appeal the refusal notice AND put in new application at the same time
 - Carry out pre-application discussions and make a new application accordingly
 - Claim permitted development rights; a possible argument, but tenuous
 - Do nothing and leave the existing railings in-situ for the time being
11. At that meeting, members recommended:
- ‘to retain Boon Brown Architects of Yeovil to undertake all work connected to the re-submission of the planning application to replace a section of Marine Parade railings, subject to receipt of a satisfactory fee quote.’*
12. That recommendation was subsequently endorsed by Full Council.
13. The best way forward was discussed informally with the chairman of this committee, the chairman of the Planning Committee and with Shaun Travers of Boon Brown.
14. Their collective view was that initial pre-application discussions should be held with the planning officer concerned as soon as possible with a view to resubmitting an application for the same design of railings as in the refused application, but with further supporting information, including additional photographic evidence.
15. That discussion took place and it was clear that the planning and conservation officers then dealing with the matter were, given the heritage nature of the setting, extremely unlikely to support anything other than the replacement of the railings in materials and to a design to match the original.
16. At this point, the retained architects decided that they would have no further involvement in the process.
17. Further independent planning advice was taken about whether the replacement of the railings might constitute ‘permitted development’ not requiring planning permission. (Local authorities are allowed to undertake certain types of work as permitted development in pursuance of their business). The view was whilst this might be arguable, the council had compromised its position by having already submitted one application. In addition, it was much more likely to be able to maintain an argument of permitted development if the railings were replaced ‘like-for-like’.
18. A copy of that advice is attached as **appendix 12B**.

Report

19. Since 2018, the existing railings have continued to deteriorate markedly, and numerous further temporary repairs have been carried out. It is, however, the officer view that they are now fast approaching the point where they constitute a health and safety risk.

20. There has been no recent progress with pursuing any fresh planning application, although funding for the replacement of the railings was prioritised in discussions about the future budget and objectives.
21. The amount, impact and location of the work is such that it can only sensibly be undertaken outside of the busier periods. The estimated duration is approximately six weeks.
22. Officers are planning based on an assumption the works will be undertaken in autumn 2021. However, before additional work is done and further costs incurred, members are asked to confirm that they still wish to pursue the 'modern' style of railings previously supported. This will inevitably necessitate a further planning application which is very unlikely to be supported, at officer level at least, by Dorset Council.
23. Updated costings for the 'modern' and like-for-like options are being obtained. Based on previous quotes, the 'modern' style may be the more expensive of the two options. The previous quote for this style (£35K in 2015/16) assumed that all costs and work associated with the removal of the existing railings and the installation of the new were met/undertaken by this council. This may not be realistic given the amount of work involved, other staff commitments and tasks and the poor condition of the stonework in which the railings are located. The sole supplier of the 'modern' style railings has, to-date, declined to give a price on an installed basis, as has their contracting partner.
24. The most recent quote for like-for-like replacement (£45k in 2018) was on the basis that the exiting railings be removed, and the new ones installed by the contractor.
25. Any recommendations from this committee will be considered by the Full Council on 14 April 2021.

Mark Green
Deputy town clerk
March 2021

South Walks House
South Walks Road
Dorchester
DT1 1UZ

Tel: (01305) 251010
Website: www.dorsetforyou.com



Head of Planning (Development Management and Building Control)
Jean Marshall

Mr S Travers
Boon Brown Architects Ltd
Boon Brown Architects
Motivo
Alvington
Yeovil
BA20 2FG

LYME REGIS

REFUSAL OF PLANNING PERMISSION

Town and Country Planning (Development Management Procedure) (England) Order 2015
(DMPO)

Town and Country Planning Act 1990

Application No: WD/D/17/001178

Location of Development:
MARINE PARADE, LYME REGIS

Description of Development:
Replacement of railings along Marine Parade

In pursuance of powers under the above mentioned Act(s), West Dorset District Council **HEREBY REFUSE PLANNING PERMISSION** for the development described in the application above and the plans listed below.

Location Plan - Drawing Number 3726/PL/01 received on 04/05/2017
Topographical Survey - Drawing Number 2052PRS-01 received on 04/05/2017
Proposed Site Plan - Drawing Number 3726/PL/02 received on 04/05/2017
Elevation and Section of Railing - Drawing Number 3726/PL/03 received on 04/05/2017
Existing Photos and Photomontages received on 04/05/2017

**SEE ATTACHED
REASON(S) FOR REFUSAL**

Signed: *Jean Marshall*

Chief Executive: M Prosser

PLEASE REFER TO NOTES ENCLOSED

Head of Planning
Dated: 18 September, 2017

APPLICATION NO: WD/D/17/001178
MARINE PARADE, LYME REGIS
REASON(S) FOR REFUSAL

1. The proposed development would result in the loss of an important and historic feature in the conservation area and the proposed design of the replacement railings fails to preserve or enhance the character of the conservation area and would be detrimental to the setting of the adjacent listed buildings and buildings identified as being of local importance as set out in the Conservation Area Appraisal. Therefore, the proposal is contrary to Policy ENV4 of the West Dorset, Weymouth and Portland Local Plan (adopted 2015); Section 12 of the National Planning Policy Framework; and Sections 66 (setting impact) and 72 (preserve/enhance test) of the Planning (Listed Buildings and Conservation Areas)Act 1990.

NOTES TO APPLICANT

1. **National Planning Policy Framework paragraphs 186 &187 Statement**

In accordance with paragraphs 186 and 187 of the NPPF the council, as local planning authority, takes a positive and proactive approach to development proposals focused on solutions. The council works with applicants/agents in a positive and proactive manner by;

- offering a pre-application advice service, and
- as appropriate updating applications/agents of any issues that may arise in the processing of their application and where possible suggesting solutions.

- The applicant/ agent did not take the opportunity to enter into pre-application discussions.
- The applicant was advised that the proposal did not accord with the development plan and that there were no material planning considerations to outweigh these problems.

Complaints, Incidents and Compliments

Summary – 14 February 2021 to 11 March 2021

Members are asked to approach staff in advance of the meeting if they wish for further details of any compliment or complaint.

Complaints and incidents dealt with by LRTC

No.	Date	Incident?	Where?	When did it occur/when noticed?	Item reported to	LRTC action
14	15.02.2021	Lack of skateboarding facilities during the pandemic	Seafront	15.02.2021	Ops Mgr	Ops Mgr replied by email - until the pandemic is resolved there are no safe and suitable skateboarding areas in Lyme Regis.
15	27.02.2021	Skateboarders in the gardens nearly hit a mother and buggy	Gardens	27.02.2021	Ops Mgr`	Ops Mgr replied by email - no restrictions in the gardens but enforcement officers actively discourage skateboarders in this area. Upcoming Anti-social behaviour PSPO may help us enforce in future.
16	03.03.2021	Paid for parking in LRTC car park, then moved to DC car park and received a penalty notice charge. Didn't realise that the car parks were owned by different councils and thought the ticket was valid in any council car park, as in East Devon.	Cobb Gate Car Park	27.02.2021	Ops Mgr	Ops Mgr replied by email - signs are displayed clearly in the car parks.
17	03.03.2021	Mess and rubbish under the Gazebo in gardens, also bis overflowing in shelters	Gardens/seafront	02.03.2021	Ops Mgr	Ops Mgr dispatched the outside team to clear up

18	08.03.2021	Marine Theatre WebCam out of focus	Marine Theatre	01.03.2021	Ops Mgr	Ops Mgr contacted NW systems - who refocused the system. Then replied by email to the complainant.
19	08.03.2021	Unhappy that dogs must be kept on leads in Lyme Regis, will not holiday here anymore and has told her social media followers to do the same	Seafront		Ops Mgr	Ops Mgr replied by email. Beaches available either side of town to exercise dogs off lead, along with many countryside walks available.

Complaints and incidents dealt with by Dorset Council

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

Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
11	04/02/2021	Lucy emailed Kerry Weekley to say that she is very pleased with the way that the office is running the shelters	Office	Service Manager	
12	01/03/2021	Thank you for the parking permit, it has already arrived in post, much appreciated, great efficient service	Office	Service Manager	
13	03/03/2021	Luke emailed Elaine – Wedding – Thank you for your time earlier, appreciate all the work you have done and support you have given.	Office	Service Manager	
14	11.03.2021	Email to DTC – Thank you for such a prompt reply. Can I also say that every dealing I've had	Office/External Staff	Service Manager	

		with the council, from parking to maintenance has been fantastic! Always quick responses and resolutions from all your staff. You should be proud of your workforce			
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