



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 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/82937990239> on Wednesday 28 April 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
23.04.21

*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 17 March 2021 (attached)

### **4. Disclosable Pecuniary Interests**

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|--|
| 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. |
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### **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 17 March 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 temporary roof management plan

**9. Beach Accessibility Matting**

To allow members to discuss purchasing beach accessibility matting

**10. Review of Busking Policy**

To allow members to review the council's Busking Policy

**11. Anti-social Behaviour**

To allow members to discuss anti-social behaviour issues and how they may be tackled

**12. Electronic Point of Sale for the Amenities' Hut**

To allow members to consider the purchase of an electronic point of sale for the amenities' hut

**13. Storage Container at the Amenities' Area**

To allow members to consider a proposal by the outside staff to site a storage container behind the amenities' hut

**14. Weldmar Hospice Memory Jars**

To allow members to consider a proposal by Weldmar Hospice to display Memory Jars in Lister Gardens

**15. Dorset Council Parking Order Application**

To allow members to consider a request from Dorset Council's harbour master to apply for a parking order that includes land adjacent to the RNLI building which is owned by the town council and leased to Dorset Council

**16. Park and Ride 2021**

To consider whether to run a reduced-period park and ride service for summer 2021

**17. Request for Taxi Ranks**

To consider a request from a local taxi operator for the provision of two taxi ranks in Lyme Regis

**18. Charmouth Road Allotments**

To allow members to consider WPA Environmental's draft desktop lead risk assessment on council-owned allotments off Charmouth Road

**19. Complaints, Incidents and Compliments**

Summary of complaints and incidents reported between 9 March and 22 April 2021

## **20. The Provision of a Third RNLI Lifeguard**

To allow members to consider meeting the cost of a third RNLI lifeguard 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*

## **21. 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 20 – The Provision of a Third RNLI Lifeguard**

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE VIRTUAL MEETING HELD ON WEDNESDAY 17 MARCH 2021

**Present**

**Chairman:** Cllr J. Broom

**Members:** Cllr B. Bawden, Cllr K. Ellis, 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)

**20/21/TMH Public Forum**

**M. Hix**

M. Hix spoke in relation to agenda item 9, Use of Town Council-Owned Land. He said the Oyster and Fish House would re-open on 12 April but didn't have sufficient seating on the decking with social distancing in place. He said he had been thinking for a couple of years and had spoken to the town clerk about acquiring the narrow slope to the left of the table tennis for rental. He said he would propose levelling it out and installing some decking, so it would become an extension of the restaurant's existing deck, which it already rented from the council. M. Hix said they would use the area during the six weeks people were only allowed to eat outdoors and after that he would like a discussion about permanently renting the land. He said the land currently wasn't being used for anything and putting in decking would elevate it slightly so the hedge wouldn't obstruct views to the sea. He also suggested a small horse box to do takeaway, so the section in between the horse box and restaurant became extended seating with steps down. He said that area would suit them better operationally for serving meals.

Cllr J. Broom asked what size the gazebo would be.

M. Hix said it would be approximately 3m x 12m.

**N. Ball**

N. Ball said he had received a reply from the council following his comments to the last meeting of this committee regarding the seafront roof and glass and he hoped all members were aware of this. He said the council's reply stated its insurer had not been made aware of the glass breaking due to the minimal cost of replacement and excess on the policy, although the council was in the process of renegotiating its package and a further claim would not be a cost-effective deal. He said he hoped members were aware of this as there seemed to be a difference between council staff and members. N. Ball said on the planning application, the architects stated 10mm clear glass but it was actually 12mm clear toughened, heat soak tested glass. He said he didn't know how Dorset Council (DC) could approve two different materials. He said there were no

structural calculations, no proof of suitability for the glass, no documents on the glass to prove what was applied for and no conditions approved. He said in his opinion, the council had put cost over risk because laminated glass would have cost 40% more. He added the roof should only be used for performances and film shows because of the high risk.

N. Ball also spoke in relation to agenda item 9, Use of Town Council-Owned Land. He said his concern was the number of people who would be coming to Lyme Regis and he questioned whether it was a good idea to have extra seating with all the restrictions. He was concerned people wouldn't be able to socially distance and asked if the council would be liable if this was the case.

N. Ball also spoke in relation to agenda item 10, Traffic Speed in Residential Areas. He said Colway Lane was a rat run because there was a better road surface and he felt the council should look into traffic calming measures, such as sleeping policemen, and take it up with Dorset Highways. He also thanked those who had picked up rubbish along Colway Lane.

N. Ball said he had been working with Dorset Countryside during Covid-19 and in May there would be a footpath from Talbot Road kissing gate up to the Bloor Homes development. He said he had been working on this for around two years and it had been a health and safety issue as someone had fallen over.

*Cllr B. Larcombe arrived at 7.11pm.*

**W. Davies (read out by an officer)**

W. Davies spoke in relation to agenda item 13, Complaints, Incidents and Compliments, specifically the operations manager's response to a complaint about dogs now having to be on a lead on the main beach. She said she took issue with the response given and although it had become the 'standard' response, it gave a very false impression to anyone not knowing the area well. She quoted the operations manager's response: "Beaches are available either side of the town to exercise dogs off lead and there are many countryside walks available". W. Davies said the only beaches were Church Cliff beach, which was only accessible at low tide and then only down many steep steps, a hazard for small or elderly dogs as well as for owners with any sort of mobility problem, even just stiff knee joints. Also the beach at the end of East Cliff walkway, which had the same issue of tides and steps, and Monmouth beach where again, sand was only accessible at low tide, and even then owners needed to cross over the expanse of large stones, again needing a high degree of mobility. W. Davies said as for the 'many countryside walks', there was now the accessible Lim Way but the only open ground often had livestock in it, or the coastal path, access to which was either over a stile or through kissing gates and steepish slopes. She said in other words, all the options given were totally inaccessible to anyone in a wheelchair or even pushing a buggy, and impossible for anyone unable to tackle slopes and steps. She said it may be that such people should avoid Lyme, but in a century where hotels and lodgings were required to compile an accessibility guide, surely the council should give a more truthful description of the alternatives they offer. W. Davies asked if the council had considered creating a more positive approach by making fenced land available for off-lead exercise and training and she suggested Strawberry Fields.

## **H. Britton (read out by an officer)**

As chairman of the Lyme Regis Society, H. Britton spoke in relation to agenda item 12, Replacement of a Section of Seafront Railings at Marine Parade. She said the society's aim was to safeguard the natural and architectural beauty of Lyme Regis. She said they fully supported Simon Williams' report proposing that the iconic Victorian seafront railings be renewed on a like-for-like basis. She said the Jane Austen garden at the far end of Marine Parade featured the same railing design, powder coated to protect them against the elements, and these recent additions fitted in perfectly with the surrounding architecture on the seafront. H. Britton said retaining the original design maintained the balance with the surrounding Marine Parade architecture, was less intrusive in terms of installation and also more cost-effective. She said the original railings had been in situ for approximately 120 years and although in recent years they had required more maintenance, any replacement would have a more robust, modern finish. She said retaining the design of the original railings also offered potential filming and artistic opportunities to both promote and produce valuable revenue for the town. H. Britton said the society was extremely pleased to endorse the recommended option to retain the existing design of seafront railings to enhance and maintain Lyme Regis' architectural beauty.

### **20/22/TMH Apologies**

Cllr R. Doney.

### **20/23/TMH Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the previous meeting held on 3 February 2021 were **ADOPTED**.

### **20/24/TMH Disclosable Pecuniary Interests**

There were none.

### **20/25/TMH Dispensations**

There were none.

### **20/26/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 3 February 2021**

#### **Charmouth Road Allotments**

The deputy town clerk said the report from WPA regarding elevated levels of lead had been delayed and was expected by 26 March 2021.

#### **Circus request**

Cllr M. Ellis asked if the circus would be using the park and ride field or Strawberry Field.

The operations manager said it was intended to use Strawberry Field as it was still not known if park and ride would operate this year, although officers were in discussion with the landowner about renting the \_7\_ field for only six weeks for this purpose.

Cllr B. Larcombe said he was concerned about the circus as he didn't realise it was going to be operating for six weeks. He asked how much the council was charging for the use of the land, and how things like traffic management and toilets were being managed, as he didn't feel the council should be out-of-pocket. He also asked if the circus would be required to put the land back as they found it as it might be in a poor state after six weeks of use.

## **20/27/TMH Update Report**

### **Guildhall frontage and oriel window**

The deputy town clerk said planning permission for the oriel window had still not been received and he would be having a discussion with the architect about how to proceed with the other works. He said based on how long it had taken to get decisions on the Guildhall, Reed Holland Architects needed to start work now on submitting plans for the council office to allow works to take place in the autumn. The deputy town clerk said the planning and listed building process would need to take place simultaneously with the procurement process.

Cllr B. Larcombe said he didn't feel work on the stonework on the Guildhall frontage should have been delayed while planning permission was awaited for the oriel window.

The deputy town clerk said as the Guildhall was a Grade II listed building, those works couldn't take place without listed building consent and planning permission.

### **Beach profiling**

The deputy town clerk said officers had expressed concern with DC that the dredging works were scheduled for the Easter Bank Holiday and school holidays but it was clear this wasn't going to change, although there might be some flexibility with dates within the period identified.

Cllr J. Broom said if the council received any complaints, they should be sent to DC or the harbourmaster.

### **New harbourmaster's store for Dorset Council**

Cllr J. Broom felt the time had come to inform DC they needed to vacate the current harbourmaster's store after July 2021.

The deputy town clerk said it had been made clear to DC the council wanted the site back as quickly as possible. He said the council could acquire possession of the building but there would be a requirement for 'reasonable notice'. He agreed it would be helpful to put down a clear marker at this stage.

### **Park and ride 2021**

The deputy town clerk said the situation was complicated because of the financial risk to the council, which depended on factors the council had no control over, such as the extent of ongoing social distancing and the public's attitude to getting on a bus. He said the potential capacity under the current social distancing rules, even at the busiest times



would mean the service would operate at a loss, which would be at the council's expense.

## **20/28/TMH Roof Management Plan**

Cllr D. Sarson said he strongly objected to any of the suggested uses of the roof and didn't feel there should be any events or permanent use of the area, as the council needed a solution to protect the glass. He said the glass outside the Langmoor and Lister Rooms was toughened and laminated and this should be looked at for the roof.

Cllr B. Larcombe said he was opposed to vehicles, horse boxes and trailers going on the roof and his main concern was not the effect on the glass if it was hit, but the potential for it to fall on the areas below. He questioned if the building regulations approval stated there should be no vehicles.

The deputy town clerk said he had checked with the architect and there was no such reference in the application and no comments to that effect from DC.

Cllr R. Smith asked if the surface would be able to take fuel spills and how gazebos and marquees would be prevented from blowing over the side of the roof.

The deputy town clerk said the material was standard in municipal car parks so he was sure it would be capable of withstanding fuel spillages. With regards to gazebos, he said the uprights supporting the glass panels had fixing points built into them and were designed to be able to take tie-down loadings, and water containers would usually hold the structure down on the other side.

Several members were in favour of the roof being used for pop-up cinema, theatre and music performances.

Cllr B. Larcombe asked if the council was going to restrict unauthorised access for things like football and skateboarding.

The support services manager said those activities were not unauthorised as there were no byelaws in place to prevent them. She said byelaws to restrict these activities were in the gift of DC and in the past when the council had tried to introduce them, DC had shown no appetite to pursue it.

Cllr R. Smith said having picnic planters and benches would be an easier way to deter these kinds of activities rather than going down the legal route.

The deputy town clerk said officers had asked all the parties involved about the suitability of the specification of the glass in that location and had been reassured it was suitable. He said officers had looked already at what measures could be taken to give further protection to the glass and he could bring more information back to members.

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that a management plan for the seafront roof comes up with constructive proposals to protect the glass panels before consideration is given to what can and cannot take place on the roof.

## 20/29/TMH Use of Town Council-Owned Land

The deputy town clerk said an expression of interest for outside seating had been received from Red Panda, in addition to the requests from SWiM and the Oyster and Fish House.

Cllr B. Larcombe said it was quite clear the provision of council land for this purpose was expected of councils who had the ability to help businesses and the request from the Oyster and Fish House would have very little impact on the council as the area was unused.

Members generally agreed with this but several members stressed they wouldn't agree to any permanent use. Cllr G. Stammers suggested any permanent use of the land would need to go out to tender.

Cllr M. Ellis was concerned about SWiM putting tables and chairs on the Marine Parade as it was the route for emergency vehicles and suggested a maximum of six tables, each with two chairs, as the area near to the barrier gate was too narrow for seating.

Cllr S. Williams said he was against any extra seating as the gardens were intended for the benefit of local people and the seafront was becoming overcrowded.

Cllr K. Ellis questioned whether there would be enough room to socially distance if Red Panda had outdoor seating as the Bell Cliff Restaurant already had seating in that area.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from the Oyster and Fish House to use town council-owned land in the Lister Gardens for extra seating subject to temporary measures under the terms of the Secretary of State's letter until September 2022, and then to be reviewed.

It was proposed by Cllr M. Ellis to approve the request from SWiM to use town council owned-land on Marine Parade for extra seating, with a maximum of six tables to be placed against the raised seating area and all A boards to be removed.

This motion was not seconded.

The deputy town clerk agreed the width of the Marine Parade varied from one end of SWiM to the other and it therefore might not be possible to maintain a sufficient width at one end. He said if members were not fundamentally opposed to extra seating, they could approve in principle, subject to maintaining adequate width and to delegate the precise number, layout and location to the town clerk, in consultation with the chairman and vice-chairman of this committee. He suggested an agreement for up to 10 tables to provide some flexibility.

Proposed by Cllr J. Broom and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from SWiM to use town council-owned land on Marine Parade for extra seating subject to temporary measures under the terms of the Secretary of State's letter until September 2022, up to a maximum of 10 tables and with all A boards to be removed, with final approval to be given by the town clerk in consultation with the chairman and vice chairman of the Town Management and Highways Committee.

It was proposed by Cllr K. Ellis and seconded by Cllr G. Turner to refuse the request from Red Panda to use town council owned-land at Bell Cliff for extra seating because of difficulties with social distancing in that area.

This motion was not carried.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from Red Panda to use town council-owned land at Bell Cliff for extra seating subject to temporary measures under the terms of the Secretary of State's letter until September 2022, with final approval to be given by the town clerk in consultation with the chairman and vice chairman of the Town Management and Highways Committee.

## **20/30/TMH Traffic Speed in Residential Areas**

Cllr B. Bawden said the council had enquiries about Pound Road two years ago and there were many other areas in the town which were a concern, so perhaps they could all be dealt with at the same time. She added that the Future Towns consultation could include specific ideas and the pros and cons of what people wanted.

The operations manager said Dorset Highways looked at Pound Road at the time and deemed it to be safe.

Cllr C. Reynolds said she had previously raised £300 for a speed watch camera and got a group of people together but they were reluctant to use the camera because they didn't want to catch their friends. She said there was a perception vehicles were travelling faster than they actually were because of the way the roads were in Lyme and with cars parked along the roads.

Cllr J. Broom suggested putting devices across the roads to monitor vehicle speeds so there would be accurate information about the actual speed vehicles were travelling.

Cllr B. Larcombe said the issue with monitoring devices was they measured the average speed of vehicles, so while most cars could be travelling at 20mph, if one car travelled at 50mph, it would skew the results. He said it was about how you weigh up the risk and determined if one person driving too fast warranted restrictions across the town.

The deputy town clerk confirmed an engineering loop did provide an average and/or 85 percentile speed but the specific individual figures could be requested. He said DC would charge for the set-up of a device and it would cost around £300.

Proposed by Cllr J. Broom and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to ask officers to find out how much it would cost to put an engineering loop on Colway Lane, Queens Walk and Anning Road to monitor traffic speed.

Cllr B. Larcombe said if the council agreed to collect speed data, it would need to be clear about the period it was captured as there were seasonal differences in the traffic.

## **20/31/TMH Seafront Audit Signs**

Cllr B. Larcombe said there were            too many signs around the town, especially on

the seafront, which were competing for people's attention and losing emphasis.

Cllr K. Ellis questioned the need for the seagull signs if the council wasn't enforcing the rules.

The operations manager said the enforcement officers preferred to have signs to refer to when they were enforcing various rules as they could point to a sign close by.

Cllr B. Larcombe said it should first be determined if signs were mandatory or just public information, and to then consider removing some of the discretionary signs and taking a harder line with businesses and the number of signs they placed out.

Cllr S. Williams said the council had a right to enforce rules about signs as part of its commercial leases.

The deputy town clerk confirmed the leases included some words about signs generally but the main problem was the boards were not on the leased area so it couldn't be enforced under the terms of the lease. However, he said the town council owned the Marine Parade so it could take some reasonable steps anyway.

Cllr G. Stammers said she wouldn't like to remove any signs which would make the enforcement officers' job difficult and suggested liaising with them about which signs were most important to them.

Cllr K. Ellis also suggested looking at the placement of signs as there didn't need to be several of the same sign in the same area.

It was agreed the operations manager would rationalise the signs on the seafront, keeping mandatory signs but ensuring there were no more than needed, removing discretionary signs where possible, and dealing with signs associated with businesses.

## **20/32/TMH Replacement of a Section of Seafront Railings at Marine Parade**

*Cllr B. Bawden left the meeting at 9.01pm.*

The deputy town clerk said the council would never get planning officer support for the modern design; it would only be possible to get approval by committee or on appeal. He said like-for-like replacement would be much more straightforward.

*Cllr B. Bawden returned to the meeting at 9.06pm.*

Cllr B. Larcombe felt the modern design would look better and save maintenance costs. He said he wasn't sure what like-for-like would look like as the existing railings had been changed so much and he wasn't sure if the old style would comply with regulations because the space between the rails may be bigger than current requirements.

Cllr C. Reynolds said the most important considerations were the cost and what DC was likely to approve. She felt most people would like to see the older design kept and given the deputy town clerk's advice, applying for a modern replacement was a waste of time.

Cllr M. Ellis said the town council had pushed for what it wanted and although it would have been better to have the same modern design all along the seafront, it was now time to consider the health and safety implications and get on with a like-for-like replacement.

The deputy town clerk said the spacing in between the rails may need to be different to comply with modern requirements and there may need to be slightly larger horizontal rails because the existing ones were weak and bent easily.

Cllr B. Larcombe suggested officers engaged in pre-planning discussions with DC's planning officers to find out how close they could get to like-for-like before submitting an application which DC might not support.

The deputy town clerk said advice was given by DC previously so the process could be speeded up by clarifying with the planning officers if that was still the position. It might also be the case that like for like replacement constituted 'permitted development', in which case no application would be required.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to apply for planning permission to install replacement seafront railings to match the existing, as far as current legislation will allow.

#### **20/33/TMH Complaints, Incidents and Compliments**

Members noted there were two complaints regarding skateboarding but it was felt these issues would be alleviated when the skatepark could re-open on 29 March 2021.

*The meeting closed at 9.23pm.*

**Committee:** Town Management and Highways

**Date:** 28 April 2021

**Title:** Matters arising from the minutes of the Town Management and Highways Committee meeting held on 17 March 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**

#### **20/27/TMH – Update Report**

##### **Beach Profiling**

Dredging was completed by the 20 April 2021 and, at the time of writing, the beach reprofiling was due to take place on 26 to 28 April 2021. By the date/time of this meeting, work is expected to be complete.

#### **20/29/TMH - Use of Town Council-Owned Land**

The following businesses have been issued with their £100 sitting out licences. Invoices are being sent by the finance team.

- Oyster and Fish House
- SWiM
- Janes Café
- Tom's restaurant
- Largigi (existing licence from September 2020)
- Red Panda

#### **20/30/TMH - Traffic Speed in Residential Areas**

Dorset Council's (DC) highways principal technician (data) was contacted by the operations manager reference engineering loops for Queens Walk, Colway Lane and Roman Road. Speed surveys with a radar, rather than an engineering loop, which are more expensive and used for longer periods, can be conducted for £250, with further sites charged at £175. Surveys are conducted for seven days.

Colway Lane had such a survey commissioned by Cllr Daryl Turner in 2019 and the average result was 19mph. The opinion of the technician, who has conducted such surveys across many roads in Lyme Regis in recent years, was that he would expect similar results from surveys commissioned in

the other two roads.

### **20/31/TMH - Seafront Audit Signs**

Following the signs audit presented to the last meeting of this committee, the lengthsman team were instructed to remove specific, unnecessarily repeated, and old signage along the seafront.

### **20/32/TMH – Replacement of a Section of Seafront Railings at Marine Parade**

Simon Williams has been asked to write on this council's behalf to Dorset Council to obtain written confirmation that like-for-like replacement of the eastern section of seafront railings constitutes permitted development.

If this confirmation is secured, then fresh quotes will be obtained with a view to the works commencing later this year after the end of the main visitor period, subject to budgetary approval. Given the quotes previously obtained, the estimated cost is in the region of £50k.

Matt Adamson-Drage  
Operations manager  
April 2021

Mark Green  
Deputy town clerk

**Committee:** Town Management and Highways

**Date:** 28 April 2021

**Title:** Update Report

**Purpose of the Report**

To inform members about progress on significant works and issues

**Report**

**Guildhall Works**

Planning permission and Listed Building Consent have still not been received. The architect has provided all of the detailed information requested with the intention of obtaining unconditional permissions/consent in order to avoid any last-minute changes to the planned works.

The architect remains confident that the permission/consent will be forthcoming prior to the planned start on site on 4 May 2021. The contractor, Ellis and Co. Ltd., are booked to start on that date, as is the scaffolder. Given the length of time taken by the planning authority to deal with this matter, the intention is to start work as planned in any event; the programme has been fitted around other booked uses of the Guildhall, including pre-arranged weddings, and slippage is not an option.

The first phase of works (mayor's parlour window) will be complete by 19 May 2021 and the second (porch area) will take the whole of June. The scaffolding will be removed in the interval between phases.

As previously reported, works to the roadside oriel window will take place later in the year, alongside repair works to the office building and signalling works to improve the operation of the traffic lights.

**Office Works**

Reed Holland has been instructed to prepare any required plans and drawings to support essential repair works to the office building and to submit any necessary planning and Listed Building Consent applications.

Given the time taken to (not yet) obtain similar permissions and consents for the Guildhall, making rapid progress with the applications for the office is essential for there to be any realistic chance of the permissions being in place by the autumn; when the works are intended to take place.

Further details and cost estimates will be brought back to members prior to commencing any procurement process. The most urgently required external works are to windows, guttering, flat roofed-areas and the rear 'kitchen' area. Internally, some 'downstairs' works may need to be applied for retrospectively and works are also required to the electrical and heating systems. In addition, the upstairs areas require basic redecoration as a minimum.

**New Harbourmaster's Store for Dorset Council**

Any update on the timing of the construction by Dorset Council of the new harbourmaster's store and the vacation of this council's existing store will be reported verbally at the meeting.



No additional information was available at the time of compiling the agenda

The most recent discussions with the harbourmaster and Dorset Council had highlighted that the completion of the new store building was likely to be delayed until at least July 2021. It remains the view of officers that even this delayed timescale is very optimistic.

### **Guildhall Shop lease**

At the last meeting, members indicated in-principle support to a request from the tenant of the Guildhall shop to extend their existing lease of the premises. It was noted that the current five-year lease expired in two years' time and they would like to extend it at this stage to give them better business certainty and continuity.

The 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.

The council's solicitor has been asked to draft an amended lease extending the term by five years in the first instance but retaining most other terms, including the rent currently payable and the pattern of rent reviews, unchanged.

The redrafted lease has not yet been received so will be reported to the next meeting of Full Council, whose consent is required prior to signing and sealing in any event. Dealing with it in this way will minimise any delay.

The tenant has also requested the temporary use of some additional outside space. This is still being discussed to better understand the proposal, but involves the town council-owned land to the rear of the Guildhall at the upper level, i.e., that area where there had been some discussion about providing additional staff/member car parking. The detailed request will be brought to the next meeting of this committee for consideration.

### **Survey of Council-Owned land at Monmouth Beach**

After some clarification of the area to be included in the survey, South West Surveys are undertaking a detailed area-based survey of the town council-owned land at Monmouth Beach, including the land leased to Dorset Council and the accreted land. The extent of the survey has been widened to include the adjoining and intervening land owned by Dorset Council.

The work should be completed very shortly and will allow detailed boundaries to be accurately marked out, something which has proved very difficult to date given the absence of obvious boundary features and the various works which have been carried out over the years, including changes to levels.

### **Electric vehicle charging points**

The operations manager attended the Western Power Distribution webinar for local authorities pursuing EV charging solutions on 25 March 2021. Following this, WPD have asked Bill Wilberforce at Dorset Council (DC) for wayleave approval in the driveway of the DC garage on Hill Road to enable them to make the connection for Woodmead car park. From further recent discussion with WPD about connections at both car parks, they seemed more positive about being able to make the connections soon but are yet to set a date. It is unknown whether DC have granted wayleave but I suspect this should not be an issue.

## **Tractor**

The tractor has gone to Buglers for repairs. Regular beach cleaning will commence following beach profiling and as soon as the tractor is returned.

## **Access across Council-Owned land at Hill Road**

The owner of Beau Sejour has agreed to the terms for the grant of the requested easement, including no access for construction traffic along the emergency services road other than that directly involved with the building of the four parking spaces.

Solicitors have been instructed.

Matt Adamson-Drage  
Operations manager  
April 2021

Mark Green  
Deputy town clerk

**Committee:** Town Management and Highways Committee

**Date:** 28 April 2021

**Title:** Roof Management Plan

**Purpose**

To consider the temporary roof management plan

**Recommendation**

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

Members approve the roof to be used for the Guitars festival on 19 June 2021

**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. A simple summary of officer advice to-date:
  - the roof glass has been correctly specified for events to take place
  - the roof surface has been correctly specified to withstand events
  - all events were expected to be allowed to proceed as they were before the roof works were conducted, on a case-by-case basis
11. Some members profoundly disagree with this advice. Officers have worked with the architect and contractors to provide a solution that can allow events to continue as they were before the works. It is of course entirely a council decision to choose an alternative course of action contrary to the advice above, however the conflicting views makes forming a management plan extremely difficult.
12. The roof glass issue is clearly yet to be resolved to members' satisfaction and that is entwined with the decisions for a roof management plan. Until that situation is resolved, any plan agreed should be considered temporary and available for revision.
13. At a previous meeting of this committee on 3 February 2021, members asked officers to bring a roof management plan to this committee. At the last meeting of this committee officers brought options for a plan as there are strongly held views on all sides of the argument. Members did not vote on individual options as requested and instead resolved that a management plan for the seafront roof comes up with constructive proposals to protect the glass panels before consideration is given to what can and cannot take place on the roof. Without further information from various experts and contractors and further discussion on the roof glass by the council, officers cannot fulfil this resolution because officers current advice is at odds with requiring to protect the glass other than from lawn mowers. A report on the roof glass will be presented at a future meeting.
14. Discussions at that meeting have allowed officers to form the following temporary plan **based solely on members' direction of discussion** at the previous meeting. Members should note the Guitars Festival has requested to operate on the roof on 19 June 2021 and members must decide at this meeting whether this event can go ahead on the roof.

## The Temporary Roof Management Plan

15. No events other than performance-based events are allowed:

### Temporary Permitted Events:

- Music concerts
- Pop-up cinema

### Permanent Features:

- Planters and picnic tables to deter skateboarding  
(to be agreed in discussion with the chairman of this committee)

**Notes:** Until further discussion and resolution on the roof glass has taken place the temporary management plan will include the following:

- There will be no vehicles, horseboxes or trailers of any kind allowed on the roof, unless required in connection with essential maintenance
- There will be no marquees allowed on the roof
- There will be no gazebos allowed on the roof

16. Members asked for associated risk assessments for the plan, but these will be individually tailored to specific events and are normally discussed with events' organisers at those meetings.
17. The temporary roof management plan will be brought to a future meeting for revisions when the roof glass issue has been resolved to members' satisfaction.
18. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

Matt Adamson-Drage  
Operations manager  
April 2021

**Committee:** Town Management and Highways

**Date:** 28 April 2021

**Title:** Beach Accessibility Matting

### **Purpose**

To allow members to discuss purchasing beach accessibility matting

### **Recommendation**

Members approve the purchase of beach accessibility matting, subject to financial thresholds being met for projects to resume

### **Background**

1. A report was brought to this committee on 26 June 2019 to discuss using rubber matting for disabled access to the beach. The council resolved to source rubber matting supplied from a local quarry at no cost. In addition, the council resolved to purchase two standard wheelchairs to use for hire in addition to the three beach wheelchairs – this provision has been well used.
2. The seafront attendant reported in June 2019 that getting the beach wheelchairs to the shoreline was proving difficult for some hirers, due to soft sand and the numbers of people to navigate on the beach on busy days.
3. Some rubber matting akin to those at Beer could be employed on the pebble side of the groyne to allow easier access to the shoreline. The seafront attendant would be able to deploy and remove this at discretion throughout the summer season.

### **Report**

4. Two different quarries have been approached since 2019 and both had indicated they were able to provide rubber matting at no cost as they were broken conveyor belt rubber that was of no further use to them. In addition, this would support environmental initiatives in re-using/recycling items. The operations manager has continued to chase-up these quarries to no avail.
5. Weymouth Town Council use 'Supa-trac' matting, from a company called 'Rola-Trac', purchased for the same purpose. Supa-Trac costs £2,359 + VAT for 25 metres, **appendix 9A**.
6. Other solutions such as MOBI-MAT designed for accessibility purposes cost £3,104 + VAT for the same distance, see **appendix 9B**.
7. A simple, but perhaps a less durable solution, would be roll-out rubber matting at around £1,000 + VAT for 25metres
8. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

Matt Adamson-Drage  
Operations manager  
April 2021

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

**Job ref:** Beach Access  
**Job start:** TBC  
**Tel:** 01297 445175  
**E-mail:** [operationsmanager@lymeregistowncouncil.gov.uk](mailto:operationsmanager@lymeregistowncouncil.gov.uk)



Rola-Trac  
 South Burlingham Road  
 Lingwood  
 Norwich  
 Norfolk  
 NR13 4ET  
**Tel:** 01493 750200  
**Fax:** 01493 754050  
**E-mail:** [max@rola-trac.co.uk](mailto:max@rola-trac.co.uk)  
**Web:** [www.rola-trac.co.uk](http://www.rola-trac.co.uk)

## SALES QUOTE

F.A.O Matt Adamson-Drage

Date: 21/04/2021

Prepared by: Max Hussein

Ref: LRC-8328-21-04-21-MH

Currency: GBP

| Product                  | Quantity | Colour    | Material | Unit price | Total     |
|--------------------------|----------|-----------|----------|------------|-----------|
| Supa-Trac M <sup>2</sup> | 48.25    | Grey      | PPCP     | £ 46.91    | £2,263.41 |
| Edging Ramps Each        | 16       | Ylw & Blk | PPCP     | £ 1.92     | £30.72    |

Lead-time: Currently In Stock from date of PO and payment

Delivery address: As above

To accept this Quote and our Terms & Conditions please sign and return with payment as shown.

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

### Payment Terms

Advance payment with Order

|                      |                  |
|----------------------|------------------|
| <b>Sub Total</b>     | £2,294.13        |
| <b>Transport</b>     | £65.00           |
| <b>C/Card Charge</b> | £0.00            |
| <b>Total</b>         | £2,359.13        |
| <b>VAT 20%</b>       | £471.83          |
| <b>Total</b>         | <b>£2,830.95</b> |

### CREDIT CARD PAYMENTS ACCEPTED

0% charge for all c/card purchases



### BACS / CHAPS PAYMENT

Acc Name: Rola-Trac

Account no: 23023230 Sort Code: 20-99-21

IBAN: GB88 BARC 20992123023230 BIC: BARCGB22

Barclays Bank, 40-42 Market Pl, Great Yarmouth, NR30 1LX

This Quote is valid for 14 days from the date of preparation.  
 SUBJECT TO OUR STANDARD TERMS AND CONDITIONS, AVAILABLE UPON REQUEST.

## MOBI MAT



£3,104 +VAT for 25 metres

Mobi-Mat® RecPath Beach Matting was designed for safe access on the beach! It is suitable for wheelchairs, mobility scooters, prams, bikes and much more.

With Mobi-mat® Recpath everyone can enjoy those trips to the beach no matter their condition.

It makes a great pathway for hotel beach access, dune crossing or any event on the beach, grass, gravel or even snow!

**Key features:**

- Permeable structure and 3D Design provides a comfortable surface
- Nonslip tear resistant, firm and stable surfacing
- Made of polyester, the RecPath mat can extend into the water
- Permanent or temporary access
- Most durable disabled access mat - originally designed for Royal and US Marines corps - vehicular traffic tear resistant mat
- Environmentally friendly - 100% recycled polyester
- Extremely low maintenance



**Committee:** Town Management and Highways

**Date:** 28 April 2021

**Title:** Review of Busking Policy

**Purpose**

To allow members to review the council's Busking Policy

**Recommendation**

Members approve the proposed new Busking Policy

**Background**

1. A Busking Policy was introduced by this council in August 2012, **appendix 10A**, to regulate ad-hoc performances on council-owned land on the seafront and in the gardens.

**Report**

3. Around 25-30 permits are issued each year, but this includes multiple permits to the same people as they have to be re-issued every three months.
4. Feedback from the buskers and the public has included:
  - Two hours in one location is too long as it can become a nuisance
  - The area outside Jane's Café is not appropriate as it is a crowded area – this has been exacerbated by Covid-19 and the need to socially distance
  - Renewing a permit every three months is excessive and an administrative burden.
5. Based on this feedback, the following amendments are suggested:
  - Reduce the time allowed to perform in one location from two hours to one hour
  - Remove the Jane's Café location – no alternative location is suggested as we rarely have two buskers requesting to perform at the same time
  - Renew permits every six months but reserve the right to revoke a permit if a busker is causing a nuisance or abusing the rules.
6. These suggested changes are incorporated into the proposed policy, **appendix 10B**.
7. To clarify, we are aware there are concerns with buskers playing outside the Royal Standard but this is land owned by Dorset Council and therefore not covered by this policy.
8. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

Adrienne Mullins  
Support services manager  
April 2021



## 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](mailto:enquiries@lymeregistowncouncil.gov.uk)

### LYME REGIS TOWN COUNCIL

#### BUSKING POLICY (AUGUST 2012)

Busking will only be permitted by Lyme Regis Town Council at the agreed locations listed below. Anyone wishing to busk at these sites must apply to the Council Office. Permits will be valid for 3 months. You are required to contact the office at least 48 hours prior to the days that you will be using your permit so that there is no clash with scheduled fundraising activities or other individuals. Priority will be given to young people of Lyme Regis.

#### Buskers must:

- Spend no more than two hours at any of the given busking locations, this time must include breaks in performing
- Display the permit granted to them by Lyme Regis Town Council
- Only perform between the hours of 10am and 8pm
- Only use amplification equipment if it will not cause a nuisance to other seafront users or businesses

#### Buskers must not:

- Use any pre-recorded music
- Conflict with any pre-arranged fundraising events taking place, unless the performance is part of that event and has been agreed with the event organisers
- Park any vehicle on Marine Parade or Cart Road beyond the turning circle

#### The agreed busking locations are:

- The Cobb Gate end of Marine Parade
- Opposite the Performance Area, Marine Parade Shelters
- On the corner of the Cart Road by Jane's Cafe
- The junction of Langmoor and Lister Gardens



**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](mailto:enquiries@lymeregistowncouncil.gov.uk)**

### **LYME REGIS TOWN COUNCIL BUSKING POLICY**

Busking is permitted at the three sites listed below. Anyone wishing to busk at these sites must apply for a permit at the council office: permits will be valid for six months. Buskers are required to contact the council office at least 48 hours before performing to help prevent a double booking with scheduled fundraising activities or other buskers.

Buskers with a valid permit can move between sites.

Priority will be given to Lyme Regis residents under 25 years' old.

#### Conditions

##### **Buskers must:**

- Spend no more than one hour at any one site; this time includes performing breaks
- Display the permit granted to them by Lyme Regis Town Council
- Perform between the hours of 10am and 8pm, only

##### **Buskers must not:**

- Cause a nuisance to other seafront users or businesses
- Amplify their music to a level which may cause a nuisance
- Use any pre-recorded music
- Busk where a pre-arranged fundraising event is taking place, unless the performance is part of that event and has been agreed with the event organisers
- Park any vehicle on Marine Parade or Cart Road beyond the turning circle

#### The busking sites are:

- The Cobb Gate end of Marine Parade
- Opposite the Performance Area, Marine Parade Shelters
- The junction of Langmoor and Lister Gardens

If these conditions are breached, the buskers' permit will be revoked.

**Implementation date:** 19 May 2021

**Review Date:** May 2024

**Committee:** Town Management and Highways

**Date:** 28 April 2021

**Title:** Anti-social Behaviour

### **Purpose**

To allow members to discuss anti-social behaviour issues and how they may be tackled

### **Recommendation**

Members approve a plan to request government money allocated to Dorset Council available to pay for summer security patrols and increased seafront attendant support across Dorset seaside resorts

### **Background**

1. Last year, following increased anti-social behaviour on the seafront and in Langmoor and Lister Gardens, contracted security guards were employed to patrol in the evenings. This provision had the effect of reducing incidents of expected anti-social behaviour markedly by allowing early evening engagement with large groups to build rapport, which in-turn enabled easier engagements with the same groups later in the evening. This worked well, in the main, and was a useful added level of enforcement in lieu of police attendance. In addition, this employment helped form the argument with Dorset Police that Lyme Regis needs more police presence and has resulted in a police officer being more permanently deployed to Lyme Regis recently.

### **Report**

2. Over the last two weeks, and particularly at weekends, we have seen this type of behaviour returning. For example, council property (a plastic barrier and some traffic cones) were burned on an open fire at Monmouth Beach recently. The PCSO apprehended two of the culprits and they have paid for the damage caused. We have also received several complaints from local residents about noise and large gatherings in the gardens and on Monmouth Beach over recent days.
3. The operations manager met with Graham Duggan, Dorset Council's (DC) head of community and public protection, and the operations leads for Weymouth and Swanage town councils recently. DC have access to funds from government of approximately £50,000 to help seaside resorts pay for beach patrols and approximately £100,000 for seafront visitor ambassadorial support. This is intended to be split between Weymouth, Swanage and Lyme Regis – with Weymouth expected to take the lion share. DC have asked all three councils to bid for these funds by 23 April 2021. To that end, the operations manager, in consultation with the town clerk, has bid for £1,260 a week for security to emulate last year's security guard provision and £1,500 per week for employing extra seafront attendants, cleaning and bins. From 1 May to the first week of September (18 weeks) represents a total bid of £49,680.
4. The extra seafront attendants, cleaning and bins are already in place. Members may wish to discuss, if, and how soon, they would like to employ security guards.

5. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

Matt Adamson-Drage  
Operations manager  
April 2021

**Committee:** Town Management and Highways

**Date:** 28 April 2021

**Title:** Electronic Point of Sale for the Amenities' Hut

### **Purpose**

To allow members to consider the purchase of an electronic point of sale for the amenities' hut

### **Recommendation**

Members approve the purchase of an electronic point of sale for the amenities' hut

### **Background**

1. The amenities' hut staff use a basic cash till and have employed a wireless card reader since the seafront WiFi system was installed on a secure part of that network.
2. To run the operation, we purchase till rolls for both the cash till and the card reader and purchase books of tickets for the mini-golf, table tennis and putting green.
3. Financial paperwork from the amenities' hut is hand delivered to the office at the end of each week.

### **Report**

4. A modern electronic point of sale system (EPOS), including a cash till, card reader, printer and display system would allow us to purchase one till roll, rather than two, and allow us to print the amenities' tickets as part of the receipt. The 'golf card' would be displayed on the printed receipt to enable players to record their scores. In addition, the financial information would be accessible to the finance team over the internet immediately and there would be no requirement for staff to hand deliver information to the office.
5. Currently we spend £1,150 for 75,000 mini-golf/table tennis/putting green tickets and £150 for 30x staff takings' pads – lasting us around two and a half years. We also purchase the necessary two types of till roll.
6. The current contract for our card reader is with WorldPay at 2.75% for the card transaction fees and an EPOS system such as 'Square' or 'Zettle' both charge 1.75% for card transaction fees.
7. The 'Square' system costs £1,009+VAT – tablet included. <https://squareup.com/>

The 'Zettle' system, by Paypal, is a similar system and costs £514 +VAT - iPad **not** included. <https://www.zettle.com/>

Both systems use an iPad/tablet for the display, display stand, a Star Printer (which can print the golf score card information), a card reader/dock, cash till and free point of sale app.

8. Employing an EPOS system would not only be operationally more efficient but more cost effective over time. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

Matt Adamson-Drage  
Operations manager  
April 2021

**Committee:** Town Management and Highways

**Date:** 28 April 2021

**Title:** Storage Container at the Amenities' Area

**Purpose**

To allow members to consider a proposal by the outside staff to site a storage container behind the amenities' hut

**Recommendation**

Members approve the proposal to site a storage container behind the amenities' hut and instruct officers to spend up to £4,000

Members approve ongoing use of the Langmoor Room by council staff

**Background**

1. The pandemic has brought about changes to the way the outside staff operate to comply with the rules around social distancing. This has meant that staff have been operating from locations individually with their associated tools and equipment. This has worked, and continues to work, very well and avoids the need for staff to congregate at the cadet hut in the morning to respect social distancing, but has also had the added benefit of avoiding the need to collect equipment for the day's work ahead, driving to the gardens, and returning to the cadet hut to deposit equipment after work.
2. A mower, strimmer, hedge trimmer and backpack blower all currently reside in the amenities' hut, as does similar equipment in the Langmoor Room. A fuel storage banded container was sited outside the amenities' hut near the amenities area bolted to the ground earlier last year to support this practice.
3. The Langmoor Room has proved a useful additional space for the gardening team during the pandemic and the team would like to continue with this. It is rarely hired out and ceasing to hire it in the future would not cause the council significant issue.

**Report**

4. Now the amenities' staff have returned full-time for the season ahead it would be preferable to be able to remove this equipment from what should be a welfare/rest area in the amenities' hut, which would remove the smell of fuel from the amenities' work area.
5. The proposal is to site a small temporary storage container behind the amenities' hut for the purpose of storing gardening equipment. Storage containers are configurable to have doors/windows/power points and even wooden cladding to blend in. For security, an alarm system could be installed, either integrated with the existing alarm at the amenities hut or an independent system.



6. The amenities' hut itself is coming to the end of its life with the floor beams suffering with dry rot but to replace this building would take some time to organise and would best be accomplished off-season. Any new configuration of this building could include a separate garden machinery storage area. I assess this to be a project the council may wish to engage in for the off-season period at the end of either 2023 or 2024, subject to the building's condition, which I will continue to monitor.
7. Storage containers can be purchased from several sources such as Containers Direct. Please see the link for an example <https://www.shippingcontainersuk.com/>. Cost depends on whether a new or used container is purchased and the level of conversion required. A used but basic 8ft x 8ft container starts on this website at £1,595 +VAT, with a new container at £2,195 +VAT. Other configurations will cost more.
8. The most expeditious way forward would be for members to approve a ceiling amount for the cost of the container for officers to work within for a solution. Officers will attempt to get the best deal for the taxpayer as per standard financial diligence.
9. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

Matt Adamson-Drage  
Operations manager  
April 2021

**Committee:** Town Management and Highways

**Date:** 28 April 2021

**Title:** Weldmar Hospice Memory Jars

**Purpose**

To allow members to consider a proposal by Weldmar Hospice to display Memory Jars in Lister Gardens

**Recommendation**

Members consider the proposal and instruct officers

**Report**

1. Weldmar Hospice have recently contacted the office with a proposal to raise money for their charity based on a similar project conducted by St Luke's Hospice in Plymouth in 2018. See **appendix 14A** for the St Luke's version of the appeal.
2. Weldmar intend to invite their supporters to donate to remember a loved one. They will be able to put a little message in a memory jar, for which they would like to create a display for 10 days in the Langmoor and Lister Gardens in July or August. They anticipate about 400 jars on display and would like to line them up alongside the pathways to create a walk of remembrance.
3. The memory jar display is planned for three locations in summer 2021:
  - 1-11 July – Pageant Gardens, Sherborne (agreed)
  - **15-25 July – Lister/Langmoor Gardens, Lyme Regis (permission requested)**
  - 29 July-8 August – Greenhill Gardens, Weymouth (agreed)
4. Events in Lyme Regis during this requested period include the following:
  - 17 July – Day of Morris
  - 21 July – Somers Day Celebrations and Parade
  - 24-31 July – Lyme Regis Lifeboat Week
5. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

Matt Adamson-Drage  
Operations manager  
April 2021



<Title> <First name> <Surname>  
 <Address 1>  
 <Address 2>  
 <Address 3>  
 <Address 4>  
 <Town/City>  
 <postcode>

Ref: <Constituent ID>/<Segment ID>



Dear <First name>,

When we lose a loved one, memories are more precious and powerful than ever. I hope that the memory jar you created last year is continuing to bring you comfort as you remember and reflect.

Some of our supporters have shared their stories of how they have personalised their jars to continue to remember their loved ones throughout the past year. Some have decorated their jar; some have added photos and trinkets of special meaning. Some have been adding memories to it as they have come to mind, or even invited others to add their memories. Some remain as they were created, simply shining when darkness falls.

A memory jar is a perfect talking point, to focus your mind on those that you want to remember. Indoors it can be a lovely ornament, outside, at night; its glowing lamp will lighten your thoughts and perhaps your spirits. When you add to the jar or revisit the messages you have created and added, alone or with friends; your memories of loved ones will fill your thoughts. The whole family can be involved; every generation can play their part in creating a wonderful keepsake.

### *Cherishing your memories*

If you attended last year, you will know just how touching a display of these memories can be, with hundreds of solar-powered glass jars each filled with precious, personal handwritten messages.

We will be gathering all the new memory jars created this year for an enchanting display in the peaceful, picturesque setting of Plymouth Hoe Garden so that, when darkness falls, there will be a glow across the Sound. As you are a valued supporter of St Luke's, having given in memory of that special person, I'd like to invite you to create an additional jar and begin filling it with treasured memories.

Perhaps you'd like to do this for another loved one, or to collect memories from other family members so that they too can help ensure these live on.



It's possible your donation may have crossed this letter in the post and so if you have already donated, please accept our deepest thanks for your ongoing generous support of St Luke's.



Alternatively, if you would prefer not to build a second jar, you might like to make a donation in memory of your loved one.

Opportunities to create a memory jar are limited, so if you would like to secure one and add your message, please use the form and parchment enclosed and return them to us in the freepost envelope by 30 April to ensure your jar is displayed for the duration of the event. Alternatively, you can order your jar and submit your message online at [www.stlukes-hospice.org.uk/memoryjar](http://www.stlukes-hospice.org.uk/memoryjar). Donations received up to 23 May will be added to the display for the remaining days.

Through purchasing a memory jar, you will be contributing to the £4 million we need to raise every year to help people in your community. Your donation will enable us to continue caring for over 3,400 patients and their families who desperately need our help.

### *Join us in remembering*

We will be launching the display of memory jars in the garden on Plymouth Hoe on Sunday 6 May at 3pm with a special non-religious service including heartfelt readings and poems. We would like to invite you to join us at this time for remembrance and reflection.

You will be able to view the touching display until 28 May. St Luke's staff will be opening the garden between 3 – 7pm Monday to Friday (up to 10pm on Thursday), and 12 – 4pm at weekends, when you can visit and gain access. Once the display has closed, you can collect your memory jar from the garden on 30 or 31 May and keep filling it for years to come.

### *Thank you for supporting St Luke's*

Since our charity was founded 35 years ago, one in four local families has been touched by St Luke's compassionate care. This is only possible thanks to the continued support we receive from people like you.

You are helping us to ensure that our patients and their loved ones enjoy life right to the very end, with the highest quality care and support right where they are – at home, in hospital or at our specialist unit at Turnchapel. We're there when they need us most.

Thank you for your support.

Very best wishes,

Jutta Maria Widlake  
Head of Social Care, St Luke's Hospice Plymouth



Please complete the enclosed form and return it to:  
Freepost RTKE-ESRG-CABY, St Luke's Hospice Plymouth, Turnchapel, Plymouth, PL9 9XA  
You can also donate online at [www.stlukes-hospice.org.uk/memoryjar](http://www.stlukes-hospice.org.uk/memoryjar)  
Reg Charity No. 280681

 **St Luke's**  
Hospice Plymouth

**Committee:** Town Management and Highways

**Date:** 28 April 2021

**Title:** Dorset Council Parking Order Application

**Purpose of Report**

To allow members to consider a request from Dorset Council's harbour master to apply for a parking order that includes land adjacent to the RNLI building which is owned by the town council and leased to Dorset Council

**Recommendation**

Members consider the report and instruct the town clerk

**Background**

1. The request from the harbourmaster is being considered by this committee because of the town council own land within the parking order application. The town council has historically leased this land to Dorset Council. The extent of the land owned by the town council is currently being assessed by South West Surveys ahead of discussions with Dorset Council about its future use.

**Report**

2. On 14 April 2021, Dorset Council's harbourmaster emailed the town clerk about an application for a parking order to cover areas under his control. The request and scope of the application is included in the email, **appendix 15A**. The proposed application includes an area of land leased from the town council which is principally used for boat storage, adjacent to the RNLI building and including the hard-standing area and accreted land.
3. Members are asked to consider if they are prepared to include council-owned land within the parking order application.
4. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

John Wright  
Town clerk  
April 2021

**From:** James Radcliffe <[james.radcliffe@dorsetcouncil.gov.uk](mailto:james.radcliffe@dorsetcouncil.gov.uk)>  
**Sent:** 14 April 2021 15:25  
**To:** John Wright <[townclerk@lymerregistowncouncil.gov.uk](mailto:townclerk@lymerregistowncouncil.gov.uk)>  
**Subject:** Harbour areas

Hi John,

I am applying for a parking order to cover the areas that we control like the slipway area and the club compounds including the beach area we rent from the town council. The intention is for us to control the areas better. This will make it easier for us to stop parking on the beach area as it will be patrolled by parking staff.

Would it be possible assuming the town council are in favour of us doing this to send me an email of support that I can put with the application?

Many Thanks

**James Radcliffe**  
**Bridport & Lyme Regis Harbour Master**  
**Place Services**  
**Dorset Council**



**Committee:** Town Management and Highways Committee

**Date:** 28 April 2021

**Title:** Park and Ride 2021

**Purpose**

To consider whether to run a reduced-period park and ride service for summer 2021

**Recommendation**

Members consider the report and decide whether to run a reduced-period park and ride service for summer 2021

**Background**

2. The town council has traditionally funded the running of a park and ride service for Lyme, most recently from a privately-owned site off Charmouth Road.
2. This service has been operated by First Group since 2017 using two double deck buses running on a constant loop between the site and the town centre. The service frequency is roughly every 20 minutes, but this can be affected by traffic and congestion.
3. The capacity of each bus is either 113 or 121. At the busiest times, this capacity can be fully utilised. The busiest periods for arrival tend to be 10.30-11.30am and for departure, 4.30-6.30pm, although this can vary according to weather, events and day of the week.
4. Traditionally, the service has commenced at Easter and then operated at the busier periods through to the end of the school summer holidays.
5. The cost of the service is about £850-£900 per day (a precise figure has not yet been agreed for 2021) for buses and drivers, plus the cost of the land; a further £9,100 for a full year.
6. Historically, excluding land costs, the service has broken even over the course of an entire year, operating at a loss during the quieter periods and at a surplus at the busier periods. Land costs were met from a separately approved budget.
7. In 2019, passenger numbers varied hugely from one day to another, with weather rather than day of the week being the largest single factor. Even during the school summer holiday period, daily usage varied from a low of 35 to a high of over 1,500. The average number during the July and August 2019 operating days was about 495 passengers, virtually all of whom made a return journey, i.e., almost 1,000 passenger movements per day, with most taking place during the morning and evening peaks.
8. The service did not run at all during 2020 because of the pandemic. Members have received a number of update reports in the first part of this year questioning whether it may be feasible or viable to run a reduced service in 2021.

## Report

9. Recent discussions with First Group have made it clear that their buses continue to operate at significantly reduced capacity to promote social distancing. This capacity is set by the DfT and is not a matter of local or operator choice.
10. Currently, the rules require buses to run at 50% capacity EXCLUDING any standing capacity. That means a maximum of 35 passenger for a double deck bus with a 'normal' capacity of 121 and only 31 passengers for a bus with a 'normal' capacity of 113.
11. There is absolutely no certainty about whether or when this capacity restriction may be either relaxed or removed. Neither is there any clear sense of whether potential passengers would be willing to 'cram' onto a crowded bus, even if the limits were to be changed.
12. At the indicated level of cost, with capacity limits remaining unchanged and with a broadly similar fare structure to previous years, any service would operate at a significant financial loss to the town council. Modelling the precise cost is very difficult. However, assuming:
  - that usage patterns and timings remain broadly unchanged
  - the fare structure remains similar, including the availability of a 'group' ticket
  - the number/proportion of concessionary pass travellers remains similar
  - the average fare/income per traveller remains at about £1.25
  - capacity limits remain 'as is', i.e., significantly reduced
  - that passenger usage is reduced broadly in line with the reduction in capacity and is not simply 'displaced' to earlier or later times (a very uncertain assumption)
  - that the weather is broadly 'average'then a service operating solely during the school summer holiday period could generate a cost to the town council of around £30k excluding land costs.
13. Even the sheer number of assumptions, many of which the town council has no control over, suggests a very uncertain outcome. In addition, there are a range of other potential issues, such as the need to manage and maintain social distancing at both 'ends' of the service. This, in itself, could be a real problem if demand is higher than anticipated but capacity remains very restricted; especially at the 'town' end.
14. Clearly, the town council wants to help support a successful 'summer season' for the town and funding the park and ride service also helps deliver wider environmental benefits. However, the officer view is that operating the service this year carries a significant financial risk for the town council which is difficult to mitigate given all of the various uncertainties over which the council has no control.
15. If a service solely during the school summer holiday period were to be contemplated, then it would be possible to delay making a final decision until mid-May, but no later given the need for operator permissions from the Traffic Commissioners, etc.
16. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

Mark Green  
Deputy town clerk  
April 2021



**Committee:** Town Management and Highways Committee

**Date:** 28 April 2021

**Title:** Request for Taxi Ranks

**Purpose**

To consider a request from a local taxi operator for the provision of two taxi ranks in Lyme Regis

**Recommendation**

Members consider a request from a local taxi operator for the provision of two taxi ranks in Lyme Regis and comment to Dorset Council as appropriate

**Report**

3. In the public forum of the Full Council meeting held on 22 April 2021, local taxi operator, Neville Causley, requested that this council support the provision of two taxi ranks in Lyme Regis. He explained that the licensing authority, Dorset Council, would not consider the matter without it first being supported by this council.
4. He suggested two suitable locations, one in the area of Cobb Gate and the other at the bottom of Cobb Road. He felt that both could be achieved without affecting other properties or existing parking. He explained that there used to be a rank in the town centre and he was of the opinion that replacement ranks would assist locals and visitors and the five taxi companies now operating in the town.
5. Members are asked to consider the request and to indicate their views to Dorset Council.
6. Officers can see no reason not to support the request. The suggested locations do not involve town council-owned land. Precise locations would have to be the subject of further consultation by Dorset Council in course, assuming they support the principle of the request.
5. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

Mark Green  
Deputy town clerk  
April 2021

**Committee:** Town Management and Highways

**Date:** 28 April 2021

**Title:** Charmouth Road Allotments

**Purpose of Report**

To allow members to consider WPA Environmental's draft desktop lead risk assessment on council-owned allotments off Charmouth Road

**Recommendation**

Members note the report and instruct the town clerk

**Background**

1. In 2020, Dorset Council commissioned WPA Environmental to undertake exploratory intrusive investigation works and a risk assessment survey to establish if there was a contamination linkage between the closed landfill site at Spittles Lane and the Charmouth Road allotments.
2. WPA Environmental found there wasn't any contamination linkage from the closed landfill site to the allotments but reported contamination within the allotments' land area. This included the presence of lead in land surface soils along the northern and eastern boundaries of the allotments<sup>1</sup>.
3. WPA Environmental's report stated there was no evidence to suggest the allotment site could be determined as contaminated under Part 2A of the Environmental Protection Act 1990 but stated the linkages should be further investigated.
4. On 22 December 2020, the town clerk commissioned WPA Environmental to undertake a desktop lead risk assessment for the town council on the Charmouth Road allotments to assess ground quality conditions and to provide the council with an opinion on the risk to human health posed by lead levels reported along the northern and eastern boundaries of the allotments site<sup>2</sup>.
5. At that point in time, a draft report was expected end-February 2021. Delays encountered by WPA Environmental meant the draft report wasn't received until 30 March 2021.

**Report**

6. A copy of WPA Environmental's report is attached, **appendix 18A**.

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<sup>1</sup> A copy of the WPA report which was commissioned by Dorset Council was presented to this committee on 3 February 2021. Steve Horsler from Dorset Council's environmental protection department attend the meeting to introduce the report to members and answer questions. A meeting took place with the allotments' association on 4 February 2021 to discuss the issues raised in WPA's report to Dorset Council and the further work the town council had commissioned WPA to undertake.

<sup>2</sup> A copy of the instruction was presented to this committee on 3 February 2021.

7. At the time of draft report preparation, WPA Environmental states there is no evidence to suggest the allotments could be determined as contaminated under Part 2A of the Environmental Protection Act 1990. WPA Environmental go on to state:

‘There is no evidence to suggest that the amount of lead, which users of the allotments and their families might ingest through different exposure pathways, would represent an unacceptable intake of the contaminant in addition to other likely environmental sources.’

8. WPA Environmental qualify this statement with the following:

‘It is stressed that limited data have been obtained, and all samples were taken from soils along the boundaries of the allotments. No testing has been carried out for soils used for cultivation of fruit and vegetables. This risk assessment is based on the assumption that contaminant levels reported along the northern and eastern boundaries of the allotments could be an indicative of lead concentrations within areas used for cultivation. However, concentrations of lead within cultivation areas are unknown and can only be determined by intrusive sampling and testing.’

‘There is also uncertainty about lead availability values and soil to plant concentration factors, which will be specific for the site conditions. To determine such parameters, specific investigation and testing will be required and as part of a site-specific risk assessment.’

9. WPA Environmental offer the following advice:

‘For the allotment’s users and their families, general recommendation should be followed including the appropriate washing and peeling of fruit and vegetables to remove any soil attached to the allotments produce prior to consumption. This should also remove any potential contamination on allotment produce arising from soil/dust atmospheric deposition. Appropriate washing of hands by the allotment users and their families, especially children, is important to further reduce soil intake after visiting the allotments.’

10. WPA Environmental go on to say:

‘The use of compost and organic fertilizers, to enhance carbon levels within cultivated soils, have been proven to reduce the fraction of lead available for uptake in the human body. However, allotments users should bear in mind that some of the fertilizers can contain contaminants, including lead. Careful decisions should be made when selected such soil enhancement products. Environmental awareness is crucial, to prevent contamination of the soils and produce by general allotment practices carried out by the allotment’s users.’

11. The report comes with qualifications but contains the message that WPA Environmental do not consider the allotments contaminated under Part 2A of the Environmental Protection Act 1990 and that ‘There is no evidence to suggest that the amount of lead, which users of the allotments and their families might ingest through different exposure pathways, would represent an unacceptable intake of the contaminant in addition to other likely environmental sources.’

12. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

John Wright  
Town clerk  
April 2021

**Complaints and Incidents Summary – 09 March 2021 to 22 April 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  |
|-----|----------|---|----------------|---------------------------------|------------------------------------|--|
| 25  | 09.03.21 | Loose dogs on the beach   | Seafront       | 09.03.2021                      | DC to Ops Mgr                      | Replied via email to DC that LRTC have a small number of officers who are not able to be omni-present  |
| 26  | 01.04.21 | Anti-social behavior in the gardens, gathering of over 30, very loud. Have contacted the police   | Gardens        | 01.04.2021                      | Cllr Larcombe reported to officers | Cllr Larcombe replied by email   |
| 27  | 06.04.21 | I am contacting you as a concerned local resident about the significant problem of underage drinking and significant drug taking by youths and school children at the far end of Monmouth beach. I can provide photographs of the area and the drug paraphernalia on request. | Monmouth Beach | 05.04.2021                      | Ops Mgr                            | Ops Mgr replied by email – A police constable has been deployed to work alongside the PCSO in Lyme Regis. Recently a gathering at Monmouth Beach was broken up by them. The police are actively targeting this area. |

|    |          |  |                |                                |         |  |
|----|----------|--|----------------|--------------------------------|---------|--|
| 28 | 06.04.21 | The long queues forming down Cart Road from the Kiosk defeats the social distancing rules. This could be easily remedied by a sign being put outside the Kiosk that indicates the queue to go down the other way.              | Cart Road      | 06.04.2021                     | Ops Mgr | Ops replied by email: The Kiosk do attempt to ensure their customers engage in social distancing and queue safely. Unfortunately, people, being people, don't always do what they are asked. We are monitoring the situation and engage with the Kiosk from time to time to ensure their queueing and waiting system complies with the COVID-19 social distancing regulations. |
| 29 | 12.04.21 | As a visitor to the area I would like to add my support to the idea of a predator hawk or similar, to deter gulls. I had the misfortune to be mugged by two birds at the same time who stole the sandwich I was about to eat!! | Seafront       | 12.04.2021                     | Ops Mgr | Ops Mgr replied by email: LRTC have looked at this issue in 2019 and chose not to employ birds of prey due to the expense and impermanence of the solution.  |
| 30 | 12.04.21 | Marine Theatre Webcam out of focus   | Marine Theatre | <b>12.04.2021<br/>@ 8.30am</b> | Ops Mgr | Ops Mgr replied by email and contacted NW Systems for a webcam system reboot.  |

|    |          |   |                               |            |         |   |
|----|----------|---|-------------------------------|------------|---------|---|
| 31 | 12.04.21 | There has been a lot of glass, drugs paraphernalia and as you're probably aware, graffiti on the beach. I visited a couple of days ago and my dog cut her paw badly on broken glass and today my husband has visited and found an attempt has been made to force our day hut and the drainpipe has been broken  | Monmouth Beach                | 12.04.2021 | Ops Mgr | Ops Mgr replied by email – A police constable has been deployed to work alongside the PCSO in Lyme Regis. Recently a gathering at Monmouth Beach was broken up by them. The police are actively targeting this area |
| 32 | 12.04.21 | After parking my car and walking to the back of my hut, I discovered a young girl urinating at the rear of my beach hut. I reprimanded her and said that was very unpleasant behavior. Looking at the state of the surrounding area, this is clearly not a one-off issue. I also found a carrier bag with several unopened cans of beer in it behind my hut. I opened my hut up, and then a group of children walked behind my hut, collected the alcohol, and carried on down the beach. I would say the group of 6 or 7 children were 13-14yrs. The area behind my hut is clearly being used a drop off/collection point for alcohol and no doubt other substances. | Monmouth Beach – Western Huts | 12.04.2021 | Ops Mgr | Ops Mgr replied by email: A Police Constable has been deployed to work alongside the PCSO in Lyme Regis. Recently a gathering at Monmouth Beach was broken up by them. The police are actively targeting this area. |
| 33 | 14.04.21 | I live on Henry's Way facing the children's play park. Although there is a small sign saying "no dogs allowed" fitted to the fence, it hasn't deterred two people (one of which had three dogs) from taking their dogs onto the play park. We think a sign larger than 150mm x 200mm would be more noticeable and be fitted to the gate NOT the fence   | Henry's Way Play Park         | Recently   | Ops Mgr | Ops Mgr replied by email: Sign moved to the gate. Enforcement informed to include in patrols  |

**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 |
|-----|------------|---|-----------|--------------------------|-------------------------|
| 15  | 18/03/2021 | Could you thank the outside works team for dealing with the sharp edges on gate post and pulling wire to meet post on top cemetery entrance. The painting of the post also blends nicely with the new gate. Good job done | Cemetery  | Support Services Manager |                         |
| 16  | 19.04.2021 | Email to enquiries: We have recently booked a beach hut at Lyme Regis and we were really impressed with it all, I think its so great you are able to hire them  | Cart Road | Support Services Manager |                         |



