



John Wright
Town Clerk

Lyme Regis Town Council

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Town Management and and Highways Committee

Core Membership: Cllr C. Aldridge (vice-chairman), Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe MBE, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr T. Webb

Notice is given of a meeting of the Town Management and Highways Committee to be held at the Guildhall, Bridge Street, Lyme Regis on **Wednesday 1 March 2023** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
24.02.23

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

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

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

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. Election of Chairman and Vice-Chairman (if necessary)

To allow the committee to receive nominations and elect a chairman and vice-chairman (if necessary) for the remainder of the council year 2022/23

2. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee

3. Apologies

To receive and record any apologies and reasons for absence

4. Minutes

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 11 January 2023 (attached)

5. Disclosable Pecuniary Interests

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

6. Dispensations

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

7. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 11 January 2023

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting

8. Update Report

To inform members about progress on significant works and issues

9. Town Management and Highways Committee – Objectives

To allow members to review progress of the committee's 2023-24 objectives

10. Marine Parade Lift

To allow members to discuss options for the Marine Parade lift

11. Sea Swimmers Safety Box

To allow members to consider a request to locate a sea swimmers' safety box on the seafront

12. Plan Bee

To allow members to discuss an idea to encourage pollinators and other insects into Langmoor and Lister Gardens

13. Update on the Plans for Speedwatch Groups

To inform members about the establishment of volunteer groups to undertake Speedwatch monitoring in Lyme Regis and Charmouth

14. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 11 January to 24 February 2023

15. Exempt Business

Committee: Town Management and Highways

Date: 1 March 2023

Title: Election of Chairman and Vice-Chairman (if necessary)

Purpose of Report

To allow the committee to receive nominations and elect a chairman and vice-chairman (if necessary) for the remainder of the council year 2022/23

Recommendation

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the remainder of the council year 2022/23
- b) Should the current vice-chairman be elected to chairman, the committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the remainder of the council year 2022/23. The election for vice-chairman will only be required if Cllr Aldridge is elected to chairman

Background

- 1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership. Due to the sad passing of the former chairman, Cllr John Broom, an election for chairman has become necessary.
- 2. Consequently, nominations are sought for the chairman (and the vice-chairman if necessary) of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
- 4. Standing order 3.t states:

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

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.
- 6. Standing order 8.b. states:

'As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in

the same way, The town clerk or other officer cannot open or chair a committee or sub-committee meeting.

7. The election of the chairman (and vice-chairman if required) of the Town Management and Highways Committee will be reported to the Full Council on 5 April 2023.

Matt Adamson-Drage
Operations Manager
March 2023

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 JANUARY 2023

Present

Chairman: Cllr C. Aldridge

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

Officers: M. Adamson-Drage (operations manager), M. Green (deputy town clerk) A. Mullins (support services manager)

Absent: Cllr T. Webb

22/51/TMH Public Forum

There were no members of the public who wished to speak.

22/52/TMH Apologies

None.

22/53/TMH Minutes

Cllr B. Bawden said the date on the minutes was 11 November 2022 but it should have been 9 November 2022 and her apologies were not recorded.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, the minutes of the previous meeting held on 9 November 2022, with the above amendments, were **ADOPTED**.

22/54/TMH Disclosable Pecuniary Interests

There were none.

22/55/TMH Dispensations

There were none.

22/56/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 9 November 2022**Jubilee Pavilion**

Cllr D. Sarson asked if any detailed quotes had been received for the work to the Jubilee Pavilion.

The deputy town clerk said one quote had been received which gave a range of prices depending on the various scenarios and the range was within the budget.

Trailer Park at Monmouth Beach, Accreted Land and Harbourmaster's Store

Cllr B. Larcombe said he didn't feel the council could support the extension of land for boat storage.

The deputy town clerk said officers were waiting for a response from Natural England (NE) on the request from Dorset Council (DC) that the area of town council-owned accreted land available for the storage of boats be slightly extended beyond what NE had said they would be willing to support. He said NE had concerns about motorised craft being parked on the accreted land and the risk of oil and fuel contamination, although those concerns had been largely addressed.

The deputy town clerk said NE also had concerns about public access to Monmouth Beach from the Cobb and therefore wanted to ensure a wider margin between parked boats and the steps down from the high wall. He said the request from the harbourmaster still allowed access from the high wall to Monmouth Beach.

The deputy town clerk said the council should wait to hear NE's views and then consider its position. If NE was happy, he couldn't see why the council couldn't support the request but it might affect the rent DC was charged because it would be a much bigger area.

Cllr B. Bawden said there was a desire among people in senior positions in DC for negotiations about the whole harbour area to move on more quickly.

Perimeter wall – Churchyard and Insurance Claim

Cllr B. Larcombe said he had previously raised concerns about the wall and asked if there were any updates on the insurance claim.

The deputy town clerk said the insurance claim didn't relate to the collapsed wall; it related to someone tripping on the pathway in the churchyard and this was being looked at by the council's insurers and the claimant's solicitor.

The deputy town clerk said the town council's responsibility for the closed churchyard was clear, which included boundary walls and fences. He said there was also historic correspondence which indicated sections of the wall had collapsed previously and been repaired by the council. There was little doubt the council would have to pay for the repair of the wall and there was provision in the budget for this.

However, the deputy town clerk said the length and height of the wall was considerable and it may not be possible just to repair the collapsed section. He said the amount in the budget was enough to repair the collapsed section but once the building surveyor's report was available, it was likely work would also be required to the section that had not collapsed.

Cllr B. Bawden said the fence on the pathway on the seaward side of the churchyard was falling down so this also needed to be addressed.

22/57/TMH Update Report

Garden paths

Cllr B. Larcombe asked if the compacted gravel option was chosen, whether the colour could match the existing tarmac colour for aesthetic purposes.

The operations manager said he could investigate this.

Lister Room

Cllr D. Sarson asked if there was an estimate of the cost of the works to the Langmoor and Lister Room roofs created by excessive rain.

The deputy town clerk said temporary repairs could be carried out by council staff, which would not be too costly, but there were other options which could be more costly. He said he was having a meeting later that week to discuss the issue.

The deputy town clerk said there were flaws in the original design of the roofs and the historic issues that related to the method of construction needed to be addressed. He said he believed this could be done within the amount identified in the budget.

Cllr B. Larcombe asked if future proofing this kind of maintenance could be investigated.

The deputy town clerk said this could be investigated but it would add significantly to the cost.

Three Phase supply for Monmouth Beach car park and Woodmead car park

Cllr M. Ellis asked if this was a budgeted item and if not, why it wasn't being brought as a report first for members to consider.

The operations manager said it was not a budgeted item but because of the lead times involved, he was looking at the feasibility in the first instance and then a report could be brought back for members to consider a future budget item.

Cllr C. Aldridge said her understanding was Western Power Distribution (WPD) had said it was impossible to install a three-phase supply.

The operations manager said WPD was installing a new substation at Monmouth Beach so it may now be possible in that area, although he wasn't aware of any changes at Woodmead Road which would make it possible.

22/58/TMH

Car Park Permits' Administration

Cllr D. Sarson asked if there was a three-year permit and a person changed their vehicle within that time, how the enforcement officers would know whether the person had a permit.

The operations manager said the person could log into their account and change their permit to a new vehicle.

Cllr B. Larcombe said people could change addresses at any point and asked if it was incumbent on them to let the council know if this was the case.

The operations manager said it was incumbent on the owner to let the council know if they changed vehicle or address. He said if they used a permit and it was found they were not entitled to use it, it would be withdrawn.

Cllr M. Ellis said if someone moved out of Lyme Regis within the three years, they would still have a permit. She said she would be more willing to support a two-year permit.

Cllr B. Larcombe said if it was an administrative burden to issue the permits every year, it should be made an online system.

The operations manager said it was already an online system but due to the demographic of people living in Lyme Regis, many people didn't or couldn't go online and went into the office for their permits, which was the time-consuming element.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to allow residents' concessionary car parking permit renewal every two years and to keep this under review.

22/59/TMH Parking Issues

Cllr B. Bawden, the DC ward member, said she had been following up various highways requests with DC which had been raised and supported by this council. With regards to the county-wide highways and parking review, she had been informed this had been delayed because DC was carrying out its own overall parking review. However, Lyme Regis and Charmouth was on the list for a review but a lot of other towns were also on the list so she agreed the council should go ahead with making requests for specific problem areas.

Cllr B. Larcombe said the Clappentail bus stop was becoming more dangerous and the council had been told in the past a traffic regulation order was not required to mark out the bus bay. As such, he didn't want this to be delayed by the wider request for a traffic regulation order if this could be progressed separately.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to request Dorset Council Highways commences the traffic regulation process to consider road markings on sections of Sidmouth Road, Springhill Gardens and Roman Road to control parking, to include the bus stop bay by the Clappentail/Lyme Road roundabout.

22/60/TMH Drainage Issues at SWiM

The deputy town clerk explained the drainage issues at SWiM and said the improvements were in the council's interests and would benefit both the council and the tenant in the long run.

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to note the ongoing drainage issues at SWiM and approve making a financial contribution of 25% (up to a maximum of £10k) towards the tenant's cost of repairing and improving the current drains and associated works.

22/61/TMH Complaints, Incidents and Compliments

Cllr D. Sarson referred to a complaint about the Marine Parade Shelters lift being out of order. He said the council knew the lift had been broken for several years but if the same person came back and found it was still broken, this would be an issue. He asked if there was any intention of fixing it and if not, would this be a problem where accessibility legislation was concerned.

The operations manager said he had brought a report to this committee some time ago about the lift and he had obtained quotes for a replacement for £70-100k. He said the lift only serviced the Langmoor Room and the upper level of the shelters, not the rest of the gardens, and as such, members decided to leave the lift as it was.

Cllr G. Stammers asked if the lift wasn't providing full access even when it was in use, whether it was possible to remove it.

Cllr C. Reynolds felt the council should either repair it or take it away, which several members agreed with.

Members asked the operations manager to investigate the accessibility implications in removing the lift and that a report be brought to a future meeting.

Cllr B. Larcombe referred to a compliment received about the enforcement officers. He said it was nice to read something positive about them and wanted to give credit to them.

22/62/TMH RNLI Lifeguard Service

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

22/63/TMH Procurement of Electrical and Plumbing Services

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

22/64/TMH Advertising Boards

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

22/65/TMH Trailer Park, Accreted Land and 'Harbourmaster's Store'

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

22/66/TMH Exempt Business

a) RNLI Lifeguard Service

Cllr B. Larcombe said the lifeguard station was in the middle of one of the safest beaches in the south of England and if there was deemed to be a need for a third

lifeguard, why was it located in the safest part where they had no visibility of the most dangerous areas at Broad Ledge and Back Beach. He said he couldn't understand why a lifeboat service was needed to help with missing children. He added that it wasn't about saving lives, it was about promoting the RNLI in the most congested area of Lyme Regis.

Cllr M. Ellis said Back Beach wasn't a designated bathing beach so the lifeguards wouldn't observe there. In considering funding for the lifeguards, she said the council had always come back to the conclusion that if someone was to drown and the council had not funded the lifeguards, it would not reflect well. She said she would find it hard to withdraw funding and there was already an agreement in place which she felt the council should stick to.

Cllr B. Larcombe said if the RNLI widened the service to other beaches in Lyme Regis, he would possibly support a third lifeguard.

Cllr G. Turner said lifeguards wouldn't go too far from their post to deal with lost children but both the coastguards and the lifeboat would go as far as required on land and at sea to find them.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to continue with the existing contract for the RNLI lifeguard service.

b) Procurement of Electrical and Plumbing Services

Cllr M. Ellis said the council had previously put an advert in the local newspapers to ask if local contractors were interested in providing these services and this would also provide a register of available contractors.

The deputy town clerk said when the council went through this process previously, lots of companies were invited to submit proposals but almost none did. He said he wasn't advising against advertising the opportunity but maybe not to expect much of a response.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to select Topsparks Ltd as the council's preferred supplier for electrical and plumbing services but to also open invitations to other suppliers with a view to reviewing the position in six months.

c) Advertising Boards

Cllr B. Larcombe felt the council could continue to pursue enforcement against a specific business without the need for a solicitor. He asked why the council couldn't take away the advertising board if it was on its land.

The operations manager said the council could take the board away but it had to be returned within a 'reasonable' time and couldn't be disposed of.

Cllr P. May asked if there was any other way the council could enforce the rules around advertising boards, such as insisting businesses had a certain level of public liability insurance, introducing a fee to put boards out, or fining businesses who don't adhere to the rules.

Cllr C. Reynolds felt the council should be taking the same approach to all businesses in the town, rather than singling out this one business. She said in the past when DC had enforced the A board policy and businesses were told to take their boards in, they were put back out the following day.

Cllr M. Ellis agreed there needed to be a consistent approach across the whole town and suggested a letter was sent to all businesses informing them of the rules.

Cllr B. Bawden suggested there could be something in the council's business briefing.

Cllr B. Larcombe said if the council's solicitor wasn't minded to pursue action with the one particular business, the council needed to look for another solicitor to take it forward. He said removing boards and returning them days or weeks later would also act as a deterrent to businesses due to the inconvenience.

Cllr P. May agreed the council should extend as far as possible the amount of reasonable time the council could retain advertising boards, which might encourage people to be more sensible with them.

The deputy town clerk advised members that trying to tackle the issue of advertising boards could harm relationships with local businesses and he felt DC should be dealing with the issue.

Cllr M. Ellis left the meeting at 8.25pm.

Cllr G. Stammers said it was unfair on staff to continue to remove advertising boards and have the potential for confrontation with business owners.

The deputy town clerk said neither DC nor its predecessor Dorset County Council had ever brought a prosecution against a business for advertising boards.

Cllr M. Ellis returned to the meeting at 8.27pm.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue the prosecution of a business refusing to move an advertising board, and to remove boards from any businesses which do not comply with the A board policy and to keep them for as long as is reasonably possible.

Members agreed the A board policy should be sent in the business briefing.

d) Trailer Park, Accreted Land and 'Harbourmaster's Store'

Members discussed the request from the harbourmaster to phase the increase in rent for the trailer part and accreted land.

The deputy town clerk said if members were minded to support the request, it should be stipulated that the benefit of the phasing directly went to the local harbour users instead of being used by DC to offset the subsidy it currently put in to the harbour.

Cllr B. Larcombe said the council had never had the money it was owed for the land and as such, it was indirectly subsidising DC. He felt the council should be paid what it was owed immediately.

It was proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle to refuse the request from the harbourmaster to phase the increase in rent for the trailer park and accreted land over three years.

This motion was not carried.

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to phase the increased rent to Dorset Council for the trailer park and accreted land over two years.

Members discussed the request from the harbourmaster that the notice period to vacate the store at Monmouth Beach be extended from 31 January 2023 to 31 July 2023.

Cllr M. Ellis said she did not support the extension as the council had plans for the use of the store and there was no guarantee the work would be completed on DC's new store by the end of July. She said the council needed to do what was in its best interests and ensure its equipment was stored safely.

Cllr G. Stammers said DC had had a year's notice to vacate so they must have a plan in place.

It was noted that the vacation date of 31 January 2023 was before the Full Council meeting on 15 February 2023 when any resolution could be agreed, so retrospective approval would be given by the Full Council.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from the harbourmaster to extend the notice period to vacate the store at Monmouth Beach from 31 January 2023 to 31 July 2023.

The meeting closed at 8.58pm.

Committee: Town Management and Highways

Date: 1 March 2023

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 11 January 2023

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 if further information is required.

Report

22/56/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 9 November 2022

Jubilee Pavilion

Further investigations have identified the material involved as Faience, rather than Coade Stone as originally thought. Although similar, Faience is a kind of fired terracotta which is particularly fragile and found on very, very few buildings outside of central London.

A Somerset-based specialist who had previous involvement with the pavilion has attended site and has advised strongly against any attempt to dismantle the parapet as had originally been intended. His view is that this will lead to a high rate of damage/failure and the need to recreate sections at very considerable cost and delay.

He has recommended a much less intrusive approach involving careful application of specialist sealants and where necessary, some removal of existing jointing materials and their replacement with new.

In his view, this can be done from a tower in small sections and it will be a less costly and less risky solution.

The intention is to proceed on this basis using, if available, the contractor concerned, Phil Thomason of Thomason Cudworth, given his very specialist knowledge and his previous involvement with the site.

Perimeter wall – Churchyard and Insurance Claim

The previously reported insurance claim has been rejected by the council's insurers and any response from the claimant is awaited.

Quotes have been sought from various contractors to manage and deliver the repairs to the wall, including obtaining any necessary permissions and consents.

Dorset Council has also been involved in discussions to date given the location of the wall adjacent to various listed buildings, including the Grade I Listed St Michael's Church.

The first step is a full survey of the 65m long section of wall to establish its overall condition and the need for any work beyond the rebuilding of the collapsed section.

A further detailed report will be submitted to members once that costed survey has been completed.

22/59/TMH – Parking Issues

On 24 February 2023, a letter was sent to Jack Wiltshire, head of Dorset Council Highways detailing the Full Council's resolution to request that Dorset Council Highways commences the traffic regulation process to consider road markings on sections of Sidmouth Road, Springhill Gardens and Roman Road to control parking, to include the bus stop bay by the Clappentail/Lyme Road roundabout.

22/60/TMH – Drainage issues at SWiM

Members previously agreed to make a contribution of up to £10k towards the cost of works which SWiM were undertaking to overcome long-standing drainage issues affecting the unit.

The works are ongoing but proceeding well and the deputy town clerk will continue to liaise with the tenant.

A report will be presented to members in due course detailing the completed works and any final cost to the council.

22/62/TMH – RNLI Lifeguard Service

The RNLI were informed of the council's decision to continue with the existing contract for lifeguard provision on 21 February 2023. They have asked for a meeting in the coming weeks for discussions about renewing the contract after 2024.

22/65/TMH – Trailer Park at Monmouth Beach, Accreted Land and Harbourmaster's Store

The decision of this council not to allow the requested extension of the notice period for Dorset Council (DC) to vacate the store building was notified to DC, as was the agreement to phase the rent increase for DC's use of the town council-owned accreted land over two years.

At the time of writing, the store is not yet fully vacated, and this has been taken up with DC. The matter will be raised at a meeting with their relevant director scheduled to take place on 24 February 2023.

In the meantime, a schedule of required works is being prepared, from which a more detailed and costed budget can be agreed. Quotes will then be sought to deliver the agreed works, hopefully during summer 2023. This will depend on the availability of suitable contractors and the extent to which any outside permissions or consents may be required.

Matt Adamson-Drage
Operations manager
March 2023

Mark Green
Deputy town clerk

Committee: Town Management and Highways

Date: 1 March 2023

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

CCTV Project

The listed building consent application for CCTV on the Rock Point Inn has recently been approved and at the time of writing we remain waiting for approval for listed building consent for the CCTV camera on the Baptist Church. These are intended to provide a view of the top and bottom of Broad Street. On successful application further work will follow to install cameras at the skatepark, Lister Gardens (view of the roof glass balustrade) and outside the lifeboat station (view of Monmouth car park).

Amenities hut building drawings

The planning application, with full supporting documentation, has now been validated and registered. The town council has been consulted about the application and it will be included on the agenda for the next Planning Committee.

Strategic review of traffic, travel and parking in Lyme Regis

As part of the 2030 Vision, a public meeting is planned with Dorset Council officers to engage residents on accessibility, Active Travel, parking and transport ideas for the future. Date to be determined. A report will be forthcoming to a future meeting.

Replacement chalets – rotting wood

As previously reported, there are several instances of rotting wood affecting the most recently installed replacement chalets at Ware Cliff.

These chalets were procured by the council but installed and erected by the supplier and subsequently maintained by each individual owner.

The issue has been raised with the supplier and installer who has identified a failure to adequately seal joints as the likely cause. They claim this work to be the responsibility of the ‘chalet owner’ and should have been carried out at the same time as the chalets were painted or varnished/sealed. In other words, they are denying any liability, but have offered to supply timber end sections free-of-charge on request and have also provided detailed advice about how the current problems might be remedied.

The issues are primarily affecting two of the six chalets and are largely, but not wholly, limited to veranda areas.

Although the suppliers are clear that they bear no responsibility, they have now offered to provide new and replacement log ends free of charge to assist in any repairs.

Discussions are ongoing.

Lister Room

As previously reported, there has been a problem with water leaks into the Lister Room. This has delayed the letting of the room and the tenant is aware.

Further investigation, which involved removing all the gravel material from the seaward side of the lower roof (the area below the windows) had identified the likely causes of the leaks and this centred around the general design of the roof itself, the detailing to the base of the seaward window glass and some of the individual glazing units.

Expert advice was sought and a plan of repair agreed. A contractor has been instructed to carry out the required works and they are expected on site shortly.

The tenant has been informed and their fitting out works will be co-ordinated with a view to all works being completed by 24 March 2023, after which, the tenant will be in a position to commence trading.

Antiques and Craft Centre leaks

Investigations continue to resolve the intermittent leaks into the Antiques and Craft Centre.

Recent tests seem to have pinpointed the cause of the leaks and a further test to confirm the initial findings is scheduled to take place on Friday 24 February 2023. If the initial findings are confirmed, the roofing sub-contractor has already agreed to attend site and repair the fault at no cost to the council and under the terms of the relevant warranty.

A verbal update will be provided at the meeting.

Drainage at Woodmead car park extension

Heavy rain during the winter period has highlighted significant shortfalls with the surface water drainage arrangements in the Woodmead car park, including the overflow area.

This has led to flooding of adjacent properties.

It is a criminal offence to pass on unattenuated 'flood water' to a third party and as a result, any damage arising is an uninsurable risk.

For this reason, the matter needs to be resolved and initial investigations have suggested a relatively simple and cost-effective solution involving some additional land drainage within the overflow car park, which is where most of the surface water ends up due to its relatively lower level.

Levels information has been obtained but further detailed work is required and consents obtained to discharge into existing combined drains before any work can commence.

A further report will be provided to the next meeting.

RNLI Lifeguard training for Lyme Regis

Officers have provisionally agreed that the RNLI can conduct their annual lifeguard training from the sandy beach between 10-15 April 2023. The training will be for six lifeguards and daily risk assessments will be undertaken. The lifeboat station will be used as a training venue for some theory elements of the course.

War Memorial park

The gardeners have uncovered some old steps that lead to the paved area at the back of the park. Some minor work will allow this area to be used again, increasing the usable space in the park. Costs will be met from the existing outside works budget.

St Michaels churchyard collapsed vault

A grave comprising of an underground vault behind the church has collapsed in on itself leaving a sizable hole. Staff have cordoned the area for safety. Officers are investigating responsibilities with the church however the practical solution would be to fill the grave with earth.

Office and options feasibility study

Work is ongoing and the report will be submitted to the next meeting of the Strategy and Finance Committee.

Post Office

The person who had made an offer for the former Post Office building withdrew when the cost of the necessary works to the property became excessive.

He has, however, now taken a lease of the former Joules premises in Broad Street and fitting out work is ongoing with a view to a formal opening on 18 March 2023.

Within that property, he hopes to include a Post Office counter with 'banking' facilities and he is attempting to get approval from the Post Office to proceed on this basis. The person who has been dealing with the matter at the Post Office is currently on long-term sick leave and he is struggling to get a response. He hopes he will get community support for the re-opening of a Post Office facility within the shop.

Matt Adamson-Drage
Operations manager
March 2023

Mark Green
Deputy town clerk

Committee: Human Resources

Date: 1 March 2023

Title: Town Management and Highways Committee – Objectives

Purpose

To allow members to review progress of the committee's 2023-24 objectives

Recommendation

Members note the report

Background

1. During the 2023-24 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.

Report

2. The objectives have been assigned to committees and members can review progress at each meeting.
3. This committee's 2023-24 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 9A**.
4. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

John Wright
Town clerk
February 2023

APPENDIX 9A

Objective	Budget, £k	Completion date	Lead officer	Timeline	Comments
Replace one parking machine	5	September 2023	MAD	<i>Install: Sep 2023</i>	<i>Dependent on machine availability</i>
Renew cemetery chapel roof	18	September 2023	MAD	<i>Quotes: Mar – May 2023 4wks work: summer 2023</i>	<i>Work dates will be dependent on contractor availability</i>
Replace tractor	40	November 2023	MAD		<i>Tractor is expected prior to the summer season. Nov 2023 represents the 1yr lead time.</i>
Undertake replacement of harbourmaster's store and cemetery lodge	100	March 2024	MG	<i>Agree scope of works- April 2023 Appoint contract manager-May 2023 Project completion-October 2023</i>	<i>Timescale will depend on the need for any external consents or permissions- which will be informed by the scope of works.</i>
Retarmac cemetery paths	15	September 2023	MAD	<i>Quotes: Mar – May 2023 Work: summer 2023</i>	<i>Work dates will be dependent on contractor availability and weather</i>
Repairs to woodland walk bridge	5	November 2023	MAD	<i>Quotes: Mar- May 2023 Work: Autumn 2023</i>	<i>Work dates will be dependent on contractor availability</i>
Repairs to Bell Cliff steps and railings	5	December 2023	MAD	<i>Listed Building Consent: Mar-Jun 2023 Quotes: Jul-Sep Work: Autumn 2023</i>	<i>May exceed the budget due to professional services for LBC and the amount of work potentially required.</i>
Replace Langmoor Room door	7	June 2023	MAD	<i>Quotes: Mar/Apr 2023 Work: May/June 2023</i>	
Footpath repairs in the gardens	100	March 2024	MAD/MG	<i>Quotes: Apr – Jun 2023 Work: Sep/Oct 2023 or spring 2024</i>	<i>Work dates will be dependent on contractor availability and weather</i>
Improve CCTV provision	38	March 2024	MAD	<i>Listed Building Consent: Feb/Mar 2023 Install: Rock Point/Baptist Church/Gardens - Apr 2023 Quotes for columns: Mar/Apr 2023 Install: Monmouth - Autumn 2023 DNO install power to skatepark: Autumn/Winter 2023/24 Install skatepark: by Mar 2024</i>	<i>Dependent on listed building consent, availability of equipment and columns (and column install), and the DNO work. Grant from OPCC to be requested on order of the first three cameras.</i>
Repairs to the fascia of SWiM, antiques and craft	10	June 2023	MG	<i>Work to be completed by May 2023</i>	<i>Work is entirely weather dependent so timescale assumes reasonable</i>

centre and amusement arcade					<i>weather.</i>
Repairs to church wall (subject to confirmation of ownership and liability)	30	December 2023	MG	<i>Confirm all responsibilities and ownerships-February 2023 Procure and appoint managing contractor-March 2023 Undertake detailed survey-April 2023 Agree scope and likely cost of work-April 2023 (if within already approved budget) Appoint building contractor-April/May 2023 Complete works- July 2023</i>	<i>This timescale may be very optimistic and assumes no need for external permissions or consents and the ability to complete the works within the already approved budget. The wall is 65m long in total and appears to be in very poor condition well beyond the collapsed section. In addition, it is within the curtilage of a Grade 1 Listed Building.</i>
Identify locations and install gym equipment	25	March 2024	JW	<i>Report to TMH 19 Apr to confirm locations/types of equipment Quotes: Summer 2023 Install: Spring 2024</i>	<i>Work dates will be dependent on contractor availability</i>
Install water Refill station at the Candles on the Cobb Pavilion	0.3	June 2023	MAD	<i>Install: Apr/May 2023</i>	
Replace the amenities' hut	55	March 2024	MAD	<i>Planning application decision: Mar 2023 Tenders: Summer 2023 Work: Autumn 2023 or Spring 2024</i>	<i>Work dates will be dependent on contractor availability</i>
Remedy water ingress to the Jubilee Pavilion	50	June 2023	MG	<i>Work to be completed by June 2023</i>	<i>Work is entirely weather dependent and timescale assumes reasonable weather. It also assumes that final leak tests on 24/2/23 confirm cause of leak.</i>
Determine the use of the trailer park and accreted land	N/A	April 2023	MG	<i>June 2023 assuming Natural England approval and no undue delays in completing the legal work</i>	
Identify preferred partners for provision of professional services and building works	N/A	September 2023	MAD/MG	<i>Advertise to encourage applications – Summer 2023</i>	

Monkeybars for Anning Rd playpark	5	July 2023	MAD	Quotes: Apr/May 2023 Install: July 2023	<i>Completion date is dependent on equipment availability</i>
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Committee: Town Management and Highways

Date: 1 March 2023

Title: Marine Parade Lift

Purpose of the Report

To allow members to discuss options for the Marine Parade lift

Recommendation

Members choose one of the following three options for the Marine Parade lift:

- a. Remove the lift due to lack of utility and unreasonable replacement cost to the taxpayer, with a view to replace the lift if a future suitable solution can be found
- b. Maintain the status quo, where the lift remains in place, out-of-service, with a view to replace the lift if a future suitable solution can be found
- c. Instruct officers to obtain three updated quotes for a replacement lift to be brought to a future meeting, with the intention of replacing the lift

Background

1. A report was brought to this committee to discuss options for the Marine Parade in early 2020. The lift has been out of order since the end of summer 2019 due to failing a statutory Lifting Operations and Lifting Equipment inspection (LOLER). The engineering report at that time blamed the harsh conditions of the seafront and it recommended a purpose designed top traction passenger lift for this location. This would be significantly more expensive than replacement with a platform lift. All the contractors that quoted in 2020 agreed that a platform lift was not the correct solution in that location and should not have been installed from the outset.
2. The council has received one complaint about the lift being out of order since 2019.

Report

3. The lift offers limited accessibility. It provides access for the Langmoor Room and the roof promenade along the top of the shelters, however everywhere beyond the roof promenade can only be accessed by steps. The Lister Room is only accessible via steps. Building Regulations 2015 Part M compliancy requires wheelchair lift floorspace to be a minimum of 1400mm x 1100mm. The current shaft can only support a lift with 1400mm x 1040mm floorspace dimensions. Changing the shaft dimensions would require significant building work and expense.
4. Quotes obtained for an appropriate type of lift in 2020 began at £64,000+VAT and did not include the necessary building work to reconstruct the lift shaft. Officers would expect prices would have increased since then.
5. Members asked at a subsequent meeting if a ramp could be added to make the Lister Room accessible instead. On investigation, with our structural engineers at the time, due to the fall height of the steps this would not be feasible without a reconstruction of the existing ramp leading from the parade at great cost. Mobile ramps were also considered but the fall height was too great. More recently the Lister Room is due to be leased in any case.

6. The Equality Act 2010 includes a 'duty to make reasonable adjustments' for disabled people. Access for wheelchair users and disabled people has been a legal requirement for public buildings constructed since the Building Regulations Act 2000.
7. Due to the limited utility against the large cost of replacement and when taking into consideration the harsh environment, which would potentially require lift replacements every three to five years¹, it may be concluded that installing a new lift is not reasonable.
8. Nevertheless, removing the lift or opting for the status quo may leave the council open to legal challenge.
9. If members wish to remove the lift, safety-glass fencing panels will need to be installed at the current alighting levels, to match with the existing panels, to make the exposed shaft safe. Costs for lift removal are approximately £2,000 and the panels with balustrading approximately £2,000.
10. Members are reminded that any work to remove the lift and shaft will come from the existing outside works budget. If members opt to obtain quotes and replace the lift the funds would come from reserves as unbudgeted expenditure.
11. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Matt Adamson-Drage
Operations manager
March 2023

¹ The Wessex Lift engineers that service the Guildhall lift were consulted. They confirmed that some lift companies are now refusing to install lifts within one mile of the sea due to the corrosion inflicted on important working parts. He commented that a lift in a seafront location would most likely require replacement within three to five years.

Committee: Town Management and Highways

Date: 1 March 2023

Title: Sea Swimmers Safety Box

Purpose of the Report

To allow members to consider a request to locate a sea swimmers' safety box on the seafront

Recommendation

Members agree to locate the sea swimmers' safety box on the seafront

Report

1. Nick Marks from Lyme Regis RNLI water safety team has approached officers.
2. The RNLI have conducted many water safety talks with local groups and the 'Bluetits' sea swimming group have approached him to ask if the RNLI might supply a kitted safety box, with a combination lock, to house a first aid kit, space blanket, throwbag, etc.
3. He is asking, on their behalf, if the council would allow a safety box to be fixed to the railings near the sandy beach groyne and to install the box. The box is approximately 40x40x30cm.



4. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Matt Adamson-Drage
Operations manager
March 2023

Committee: Town Management and Highways

Date: 1 March 2023

Title: Plan Bee

Purpose of the Report

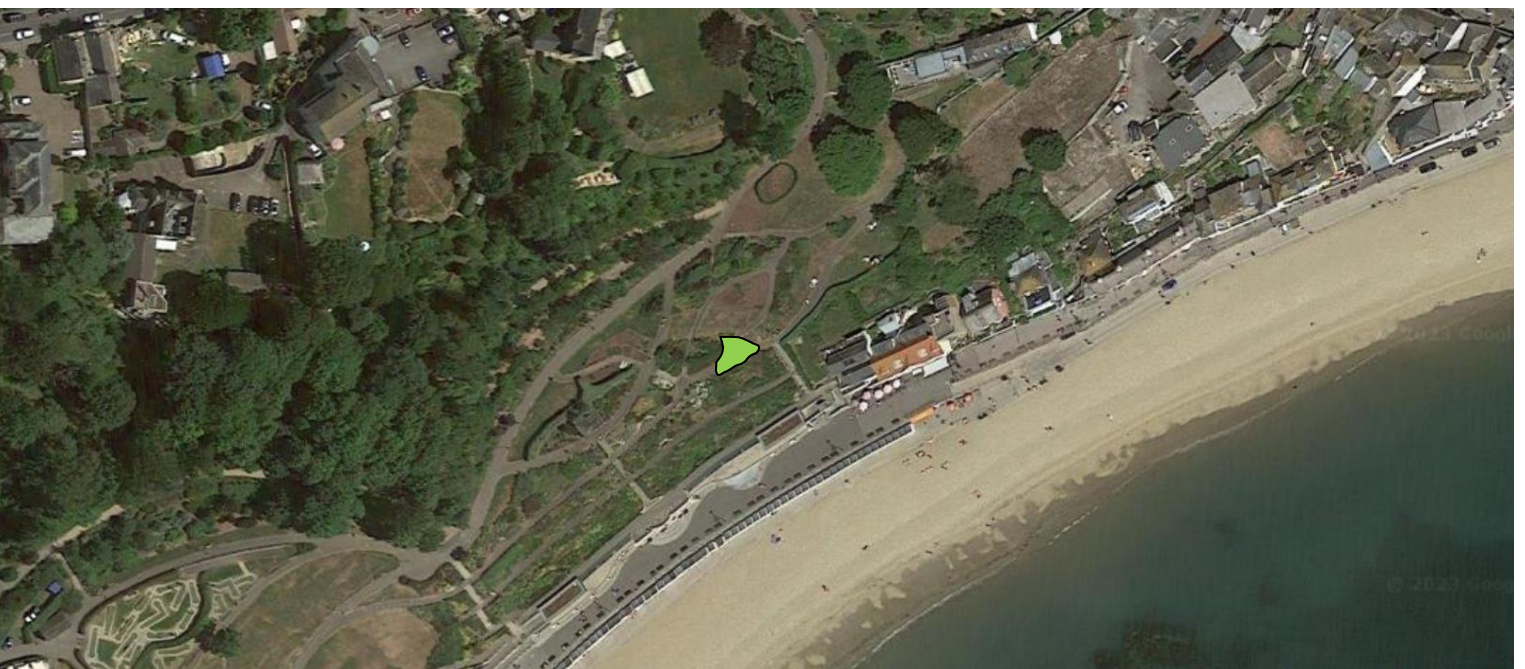
To allow members to discuss an idea to encourage pollinators and other insects into Langmoor and Lister Gardens

Recommendation

Members consider the idea to encourage pollinators and other insects into Langmoor and Lister Gardens and instruct officers on a way forward

Report

1. Cllr Philip May has written a paper for a potential ‘Plan Bee’ project at **appendix 12A**. In addition to the consideration of planting, the site must be selected carefully not only for the best conditions but in terms of proximity to people. Plants that attract stinging insects would be best placed away from high thoroughfare pathways and places where people regularly gather. This would preclude the areas in the vicinity of the mini-golf and either side of the ‘main route’ that pedestrians take through the gardens.
2. The works supervisor in conjunction with gardening staff who have previously kept bees, have identified an appropriate site in the gardens to populate with appropriate plants. The area highlighted in green in the image below.
3. The intention would be to re-populate an existing bed and therefore this project would be covered by the existing gardens refurbishment budget.



4. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Matt Adamson-Drage
 Operations manager
 March 2023

Plan Bee

This paper outlines potential plans for consideration by members for a new garden planted for invertebrates and especially bees. The data has been taken from the website of the Dorset Wildlife Trust who we could consult with further, however there is considerable local expertise in Lyme Regis where we could seek advice.

Many of our prettiest insects feed on nectar, so need flowering plants for their survival. Invertebrates near to the sea struggle harder to survive due to often strong sea breezes and the lack of suitable plants close to the coast. Butterflies, moths, bees and hoverflies all need sources of nectar and pollen to thrive. As they travel from flower to flower, they also pollinate them, enabling them to set seed or bear fruit. So, setting up a nectar café garden benefits both your plants and your residents and other visitors to the Lyme Regis Gardens, allowing them to enjoy the flowering plants and the flitting and fluttering of beautiful butterflies.

Setting up our nectar café:

- We need to choose a sheltered sunny spot.
- We need to place each plant in groups or drifts so that the colour and scent are easy to detect
- We need to prolong the flowering season by selecting plants that provide a show of flowers from early spring to late autumn
- We need to choose flowers with a simple (often flat) structure, like old cottage varieties, as they are the easiest for insects to feed from
- We should also provide a night-time feast for moths and plant some night-scented flowers.
- We should also add herbs to the mix as they are highly attractive to insects, or design a dedicated herb garden corner that the nearby restaurant might also make use of.

Nectar plant suggestions (Dorset Wildlife Trust):

Early season

Mid season

Late season

Aubretia spp

Heather - *Erica cinerea*

Coneflower - *Echinacea* spp.

English bluebell -
Hyacinthoides non-scripta

Lady's bedstraw -
Galium verum

French marigold - *Tagetes patula*

Currant - *Ribes* spp.

Lavender - *Lavandula angustifolia*

Golden rod - *Solidago* spp.

Grape hyacinth - *Muscari armeniacum*

Common mallow -
Malva sylvestri

Honeysuckle - *Lonicera periclymenum*

Lungwort - *Pulmonaria officinalis*

Purple toadflax -
Linaria purpurea

Ice plant - *Sedum spectabile*

Primrose - *Primula vulgaris*

Rock cress -
Arabis spp.

Ivy - *Hedera helix*

Sweet violet - *Viola odorata*

Sea holly - *Eryngium
maritimum*

Meadow saffron -
Colchicum autumnale

Winter aconite - *Eranthis
hyemalis*

Verbena - *Verbena
bonariensis*

Michaelmas daisy - *Aster
pyrenaicus*

Wood anemone - *Anemone
nemorosa*

Wallflower - *Erysimum
cheiri*

Common sunflower -
Helianthus annuus

Alyssum - *Alyssum
montanum*

Red valerian - *Centranthus
ruber*

Committee: Town Management and Highways

Date: 1 March 2023

Title: Update on the Plans for Speedwatch Groups

Purpose of the Report

To inform members about the establishment of volunteer groups to undertake Speedwatch monitoring in Lyme Regis and Charmouth

Recommendation

Members note the plans to recruit, train and co-ordinate volunteers to gather data for proposals to reduce speed limits or introduce physical restrictions to deter speeding

Background

1. Residents in several areas in Lyme Regis and Charmouth have approached Dorset Police, Dorset Council, Cllr Bawden as ward member and the town council with concerns about speeding vehicles.
2. Cllr Bawden invited Maria Attwood, the Speedwatch Co-ordinator for Dorset Police, to address the Town Management and Highways Committee in October 2022. A number of residents in the public forum spoke in favour of 20mph limits in their respective areas, including Sidmouth Road.
3. Residents in the Queen's Walk, Henry's Way, Elizabeth Close and King's Way areas sent Cllr Bawden a petition, many expressing concerns that primary school children and less mobile residents were at risk from speeding cars and others reporting the deaths of their pets.
4. Dorset Council recently approved a new 20mph speed policy. Applications will require evidence to back up requests for a town-wide 20mph zone. Equally, any preferred physical traffic measures will require evidence. Speedwatch data is the preferred form of data to support any changes to speed limits or traffic-calming measures.

Report

5. Maria Attwood, the Speedwatch co-ordinator, was joined by a colleague from the Dorset Road Safe team in Dorset Police at a briefing on Monday 30 January 2023 in the Community Café in the Hub.
6. They explained the process to a group of 14 potential volunteers from both Lyme and Charmouth (3) that the groups monitor for a year as often as they like but at least once a month per location. Other volunteers were unable to attend and others have been in contact since the briefing.
7. Four locations are to be agreed in both Lyme Regis and Charmouth, then Maria and her colleagues will risk assess the proposed sites and train the volunteers. It is hoped the monitoring will start in the next six weeks.
8. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Cllr Belinda Bawden
March 2023

Complaints and Incidents Summary – 11 January 2023 to 24 February 2023

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
117	10.01.23	Complained that beach hut No. 33 was dirty, no dustpan and brush & during heavy rain the entrance by the kitchen was very slippery as the water poured down from the kiosk guttering	Beach huts and Kitchen	Telephone call	Works Supervisor	New dustpan and brush put in beach hut, checked guttering (all clear) so must have been due to the volume of water
118	10.01.23	Complained he nearly 'broke his neck' on icy path in cemetery due to overflow of drain water	Cemetery pathway	Telephone call	Operations Manager	Alan Legg put salt on icy path. The Operations manager confirmed this would need resolving, but was a major project and would have to be presented to the council.
119	18.01.23	Email complaint that dog owners are choosing to ignore the PSPO on sandy beach and allowing their dogs to run lead free. Suggested larger signs to make it clearer/warn people of the consequences of allowing dogs off lead	Main Sandy Beach	Email sent to enquiries: Wed 18/01/2023	Operations Manager	Enforcement Officer was informed. Emailed response advising this would be put on complaints list and contact DCC asking for increased dog warden visits

Complaints and incidents dealt with by Dorset Council

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

Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
72	22.12.22	I wanted to write in praise of the gentleman who has done such wonderful work tidying up the footpath and green where the benches are between the footbridge at Jericho and Jordan Flats. He worked really hard but, more importantly, has made the whole area so much tidier and, I guess, safer too. When I went to thank him, I asked his name and it was Jamie. I am pretty sure he is a Town Council employee.		Operations manager	Members of staff were thanked
73	06.01.23	Residents near Lepers Well have written a note thanking the cleansing operative for keeping Lepers Well tidy.	Lepers Well	Operations manager	Member of staff thanked
74	23.01.23	Just a few lines to say thank you to the Town Council for redecorating the Anning Road Playing Field Pavilion. The outside team have done a splendid job	Candles on the Cobb Pavillion	Operations manager	Members of staff thanked
75	23.01.23	Thanks to the outside team for tidying up by the river at Jericho and Windsor Terrace.	Jericho/Windsor Terrace	Operations manager	Members of staff thanked
76	01.02.23	Just want to thank LRTC and Jamie for sorting all the growth and mess along the river's edge on Windsor Terrace and beyond. Jamie worked really hard at a difficult job and did it brilliantly. It's made such a difference. Thank you	Jericho/Windsor Terrace	Operations manager	Members of staff thanked
77	01.02.23	What a great idea, 'Energy Champion'. Philip May visited our home today with his Infra Red Camera and spent time helping me locate areas which could benefit from further insulation and draught exclusion. He was very helpful and informative. Well done to Lyme Regis Council for supporting this initiative. Other councils should definitely do the same.	Enquiries Email		Forwarded the email onto Cllr Philip May directly

