



John Wright
Town Clerk

Lyme Regis Town Council

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Town Management and and Highways Committee

Core Membership: Cllr M. Ellis (chairman), Cllr G. Caddy (vice-chairman), Cllr C. Aldridge, Cllr S. Cockerell, Cllr P. Evans, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

Notice is given of a meeting of the Town Management and Highways Committee to be held at the Council Offices, St Michael's Business Centre, Church Street, Lyme Regis on **Wednesday 24 September 2025** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
19.09.25

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. 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 2 July 2025 (attached)

4. Disclosable Pecuniary Interests

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

5. Dispensations

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

6. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 2 July 2025

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. Town Management and Highways Committee – Objectives

To allow members to review progress of the committee's 2025-26 objectives

9. Budget Proposals 2026-2027

To allow members to consider this committee's objectives for 2026-27 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 15 October 2025

10. Future Use of Adopted Telephone Kiosk at Bell Cliff

To invite members to submit proposals for the future use of the decommissioned BT telephone kiosk located at Providence Place/Bell Cliff, in anticipation of its formal transfer to the town council

11. Memorial Tree Sculpture

To allow members to consider a new alternative memorial option for the town

12. Changes to the Lyme Link Bus Service Route

To allow members to consider operational changes to the Lyme Link bus service route

13. Request for Additional Parking Restrictions in Mill Lane

To consider a request from the Town Mill Trust for additional parking restrictions in Mill Lane

14. Beach Signs and Flags – Pollution Risk Notices

To inform members of concerns raised at the bathing water quality meeting held on 9 September 2025, specifically regarding responsibility for displaying pollution risk notices, which are required to be displayed during periods when water quality may pose a health risk to bathers

15. External Works' Budget Performance, 1 April – 31 August 2025

To inform members of performance against budget in the external works' budget from 1 April to 31 August 2025 and of the forecast year-end position at 31 March 2026

16. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 3 July to 18 September 2025

17. Exempt Business

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 2 JULY 2025

Present

Chairman: Cllr M. Ellis

Members: Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr P. Evans, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Stammers, Cllr A. Wood

Officers: M. Green (deputy town clerk), A. Mullins (assistant town clerk), S. O'Connell (operations manager), J. Wright (town clerk)

25/01/TMH Election of Chairman and Vice-Chairman

It was proposed by Cllr C. Reynolds and seconded by Cllr S. Larcombe that Cllr M. Ellis is chairman of the Town Management and Highways Committee.

Cllr M. Ellis was **ELECTED** as chairman.

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds that Cllr G. Caddy is vice-chairman of the Town Management and Highways Committee.

Cllr G. Caddy was **ELECTED** as vice-chairman.

25/02/TMH Terms of Reference

Proposed by Cllr C. Reynolds and seconded by Cllr S. Larcombe, the committee's terms of reference were **RECEIVED**.

Cllr G. Stammers arrived at 7.03pm.

25/03/TMH Public Forum

J. Edmonds

J. Edmonds spoke in relation to agenda item 13, Café in the Gardens. She said she had been asked by the local newspaper for a comment on the proposal, due to her association with the gardens. She had provided a comment to the press in relation to a story about the town 'booming', but she didn't feel the town was booming in terms of community, although it was in terms of tourism. She said there needed to be more local shops for local people, and acknowledged businesses couldn't be forced to open, but she encouraged the council to think about the community when considering change of use for units.

Cllr B. Bawden

As the Dorset Council (DC) ward member, Cllr B. Bawden said DC had reconsidered its decision on the booking system for the household recycling centre in Bridport and decided on a phased introduction. She said this was the sensible compromise she had asked for at the outset, because Bridport doesn't experience the problems that the

booking system was to be used for. The phased introduction at other sites in Dorset would allow DC to gather real world data to assess the system's impact in Dorset.

With regards to the parking review at agenda item 14, Cllr B. Bawden said she had sent a list of parking issues to the relevant DC officer, but she was now aware the remit of the review was car parks, to determine the highways' budget. However, she would still pursue the long list of issues in the meantime.

Cllr B. Bawden said DC was working on the Lyme Regis traffic and travel 'vision', as determined in 2024, and there would be public consultation on this in August. She said DC would explain the possible options and timescales to town councillors to understand the potential long-term outcomes.

With regards to Phase 5 repairs to the Cobb, Cllr B. Bawden said there was no change from DC, Historic England was still being chased for a response and the consultant's reported was awaited to draw down funding. It was hoped construction work would start in winter 2026/spring 2027. The project team would do quarterly updates and would update the harbour advisory groups. Public awareness sessions would take place later in the year.

With regards to beach replenishment, Cllr B. Bawden said DC was still waiting for a reply from the Marine Management Organisation (MMO). There had been too much of a delay to carry out the work before summer, so DC was now targeting the autumn, which fitted better with the need to bolster the beach before the winter storms.

S. Burns

S. Burns said he was the tenant of The Terrace Café, as per the request in the agenda for outside seating and licensing, and he would be happy to answer any questions about the request.

T. Mayers (read out by an officer)

As chairman of the Cobb Traders, he said the group wished to object to item 13 on the agenda, the proposal for a council-run café facility serving the Lister and Langmoor Gardens. He said Cobb Traders questioned whether constructing and operating a café was an effective use of public money, particularly when the town was already well served with cafes, restaurants and takeaway businesses. He said in doing so, Lyme Regis Town Council would be running a café in direct competition with existing local businesses, some of which were council tenants paying rent, while others paid fees to the council, for instance pavement licence charges. He said the council would have an unfair commercial advantage, particularly if the café benefitted from privileged access to funds and resources for operation and marketing. He said a precedent was set by the council when it forced Mark Hix to remove his outside decking area, and the council was on record saying, 'the public gardens should be kept free of commercial development for the enjoyment of local residents and visitors.' He said the construction and operation of a café would be in contravention of this position.

R. Thomas (read out by an officer)

R. Thomas spoke on the same agenda item and said he was opposed to the provision of a council run café serving the Lister and Langmoor Gardens. He understood the gardens were gifted to the town to provide a tranquil green space and this was largely the case at the moment, which was well received in what was understandably an otherwise commercial bustling town. He felt it would be wrong for the council to go against the terms of the gifting. He said despite this, there was already a cafe in the gardens, Lyme Terrace Café. He said there were many excellent cafes all over the town, many of which were local businesses and would obviously suffer with the

additional unnecessary competition, with the Good Food Café having already closed down. He said cafes invariably led to litter. He said the council workers did a remarkable job picking up litter all year round and currently coped even when it was holiday season, with the gardens being pretty litter free. Everyone he had discussed this proposal with was against it and he felt he was expressing the views of the silent majority. He hoped councillors would do the same and represent their constituents' views by rejecting the proposal.

J. Breeze (read out by an officer)

J. Breeze spoke in relation to the same agenda item and said she was opposed to the proposed café in the gardens. She said it would encroach on a public area of green with the potential for yet higher levels of littering. She said there was an excess of food outlets in town, around 25 plus, and the town did not need another, especially when there were already some in the near vicinity. She said the council should be supporting local businesses, not competing against them.

25/04/TMH Apologies

Cllr N. Hampton-Rumbold – work commitments
Cllr D. Holland

25/05/TMH Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr G. Caddy, the minutes of the previous meeting held on 9 April 2025 were **ADOPTED**.

25/06/TMH Disclosable Pecuniary Interests

There were none.

25/07/TMH Dispensations

There were none.

25/08/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 9 April 2025

Broad Street Bin Store

A member asked officers to chase this up again with DC as the bins on Gun Cliff looked unsightly.

The town clerk clarified that the bin store would not replace the bins on Gun Cliff, it would provide extra capacity.

Suggestion for Revised Traffic Arrangements in Lyme Regis

Members discussed whether the report with proposals and costings from DC should be considered by the Traffic and Travel Strategy Working Group or this committee. It was agreed the report would be brought to this committee.

The deputy town clerk said he had spoken to DC's transport team, who were keen to provide the town council with more context to the proposals; they didn't want to present them as two schemes in isolation, but rather how they fitted into their vision for the town.

The Three Cups

The deputy town clerk said Palmer's property agent said progress had been made with a potential development partner and planning permission and Listed Building Consent had now been granted for the replacement of the main entrance pillars.

MUGA

A member asked if netting would be installed around the field to stop balls going into surrounding gardens.

The deputy town clerk said officers were looking at options, with the intention to bring this to members and then to consult with local residents. If the majority of residents were in favour of having netting, this was the likely outcome.

Harbour Store

A member asked if biodiesel, which was stored at the Harbour Store, was being used in council vehicles yet.

The operations manager said a third quote had to be obtained but officers were now in a position to proceed.

Day Hut Site at Monmouth Beach

The deputy town clerk said the replacement hut would cost £3,790 + VAT, which was below the £6k budget.

Signage from A35 and other related transport issues

A member said the sign on the traffic island in Cobb Square was damaged and she had asked DC to rectify this, who said it was the town council's responsibility. She asked if officers could look into this.

Chalet Site at Monmouth Beach

The deputy town clerk said the council was in a dispute situation and solicitors were involved on both sides.

Lyme Link

The deputy town clerk said the town bus had incurred about £35k expenditure to date, which was below the £55k budget.

Footpath Repairs in Lister and Langmoor Gardens

The deputy town clerk clarified that the total budget for the proposed works was £200k, as £100k had been deferred from a previous financial year as well as the similar amount in the 25/26 budget. However, the project was expected to come in significantly under budget.

Disposal of the council's Church Street office

The deputy town clerk said the office would be marketed via property agents Alder King, chosen because of their regional and national reach, as well as their local knowledge. He said officers needed to clear some remaining things from the office before it could be marketed. The method for disposal – tender or auction – had not yet been agreed but commencement of marketing would start at the end of July.

Undertake joint works to the Lynch with Dorset Council

The deputy town clerk said this project had been discussed with the DC property manager but there wasn't an agreement about how the project might be taken forward. He said as an adjacent landowner, the Town Mill might have some responsibilities but the previous scheme was jointly funded by the former Dorset County Council, the former West Dorset District Council and the town council. It was hoped a similar agreement could be reached again.

Cllr P. May declared a non-pecuniary interest as a trustee of the Town Mill.

The town clerk said he and the mayor were meeting with the leader of DC on 18 July 2025 so this issue would be added to the list of issues to discuss.

25/11/TMH Traffic and Travel Strategy Working Group membership

Proposed by Cllr G. Stammers and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs C. Aldridge, S. Cockerell, P. May, G. Caddy, M. Ellis and C. Reynolds to the Traffic and Travel Strategy Working Group.

25/12/TMH Bridport Household Recycling Centre

It was noted DC had reversed its decision on the Bridport Household Recycling Centre (HRC) and the booking system would be phased in at some sites in Dorset.

However, some members were concerned DC would decide to introduce the booking system at Bridport HRC further down the line, so it was important for this council to agree a formal position on the issue.

There was also concern there had been no public consultation on the changes.

Members were concerned DC was considering the system for all HRCs in Dorset, and although it was acknowledged it might benefit some sites, they felt it was unnecessary at Bridport HRC, where the current arrangements worked very well. There was concern there seemed to be a drive from DC to introduce blanket policies across the area, without looking at the specifics.

The town clerk said the council had previously raised with DC that every town was different and suggested this could also be discussed at the meeting with the leader of DC.

Proposed by Cllr C. Reynolds and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to write to Dorset Council to register Lyme Regis Town Council's objection to any future introduction of a booking system at Bridport Household Recycling Centre.

25/13/TMH Café in the Gardens

Cllr M. Ellis said this proposal was following a suggestion for a takeaway outlet, so parents could get a drink or snack while their children were using the amenities area, which would create additional revenue to put back into the town.

Several members agreed a small takeaway outlet would be acceptable but were not in favour of a café.

Members were generally not in favour of a café because of issues around potential littering, the desire to maintain the area as a peaceful space, competition with existing businesses, concerns around further commercialisation of the gardens, and the council's previous decision not to allow the Oyster and Fish House to extend into the gardens.

Proposed by Cllr C. Reynolds and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** not to take forward the proposal for the provision of a council-run café facility serving the Lister and Langmoor Gardens.

25/14/TMH Review of Parking Issues by Dorset Council

The deputy town clerk said the scope of DC's review had been clarified; while the council could still feed back general comments about other parking issues, the scope of this review was off-street parking charges. He said if members had specific parking issues or ideas, to let him know and he would relay them to the ward member and the relevant DC officer.

25/15/TMH Public Electric Barbecues on the Beach

Members had several concerns about the barbecues, including who would be responsible for cleaning and maintaining them, that they might be subject to vandalism, they would create a safety issue for children, they would take up space, they didn't look very attractive, and that the council would be liable for any accidents.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue the proposal to install fixed public-use barbecue units on Lyme Regis beach.

25/16/TMH Seafront Signage

Members agreed signage around the town could be improved and made more accessible and cohesive.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to agree a review of town-wide signage, including the seafront, be considered as part of the 2026-27 budget-setting process.

25/17/TMH Dorset and Somerset Air Ambulance Clothing Banks

Proposed by Cllr C. Reynolds and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to agree in principle to the request from the Dorset and Somerset Air Ambulance Charity (DSAA) to place clothing donation banks on Lyme Regis Town Council land, subject to agreeing the specific locations at Anning Road Playing Field and Woodmead car park, but to review the situation if no suitable locations can be found.

25/18/TMH

Use of the Former Lister Room (now Terrace Café) – Outside Seating and Licensing Requests

The deputy town clerk said DC had granted the café a licence to sell alcohol without going through the normal consultation process, which meant it had not come to the town council to comment as the local authority. Under the terms of the lease, he said there were two separate provisions: the premises shouldn't be open beyond 11pm and the prohibition of the sale of alcohol, unless specifically approved by the town council. He said the town council's consent for the sale of alcohol was still required, despite the granting by DC of a licence.

The deputy town clerk said the requested gazebo or shading would not involve the gardens and would be on the private terrace, which is within the tenant's leased area. The tenants were looking to have a discussion with the council about what kind of structure might be acceptable and he therefore suggested authority be delegated to the town clerk, in consultation with the chairmen and vice-chairmen of this committee and the Planning Committee to agree something acceptable.

A member asked if the sale of alcohol would be limited to those eating at the café or whether customers would be able to have just a drink.

The chairman invited S. Burns to respond. He said they didn't want to open as a bar full-time, but people had asked them to hold events at the café, so they would like to open two evenings a week between May and September until 10pm or for planned events. He said they would like to be able to serve drinks, even if a customer wasn't having food.

Members were concerned that customers would be allowed to take away alcoholic drinks and didn't feel this was necessary, with concerns including littering and use of plastic cups.

There were concerns any permanent cover would spoil the view and several members felt umbrellas would be sufficient.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** that authority is delegated to the town clerk in consultation with the chairmen and vice-chairmen of the Town Management and Highways and Planning Committees to consider the Terrace Café's requests for a covering over the outside seating area and to sell a limited range of alcohol, on condition that if a unanimous position cannot be agreed, the matter be brought back to members for further consideration, and with the restriction that alcohol cannot be consumed off the premises.

25/19/TMH

Outcome of Tender Submission – Woodland at Dragon's Hill

Members noted the report.

25/20/TMH

Ground Monitoring at Monmouth Beach and Lister and Langmoor Gardens

Members noted the report.

25/21/TMH

Charity Collections on Council-Owned Land

Members were in favour of charity collections in the gardens if it was part of a wider event, such as the fireworks, but did not agree with people standing on town council land with collection pots.

It was clarified that charities could currently book the Marine Parade Shelters for a charity collection, but they would be restricted to this area and would have to pay for the use of any areas.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to maintain the current policy and restrict charity collections to the Marine Parade Shelters, other than when collections take place as part of a major event.

25/22/TMH Complaints, Incidents and Compliments

Members noted the report.

The meeting closed at 8.26pm.

DRAFT

Committee: Town Management and Highways

Date: 24 September 2025

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 2 July 2025

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

25/08/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 9 April 2025

Broad Street Bin Store

Officers have chased up Dorset Council once again to get arrangements in place for the town council to manage the bin store and are yet to receive a response.

Suggestion for Revised Traffic Arrangements in Lyme Regis

A member workshop has been arranged for Thursday 25 September 2025 commencing at 6.30pm in the council offices. Dorset Council's traffic implementation team will be present to lead and assist with the discussion, which is aimed at understanding and developing a traffic 'strategy' for the town.

25/10/TMH – Town Management and Highways Committee – Objectives

Undertake joint works to the Lynch with Dorset Council

Discussions are ongoing with Dorset Council about a joint scheme of repair and maintenance led by Dorset Council. This council has allocated £7k in the 2025/26 budget towards the cost of any scheme. The last correspondence was exchanged with their interim service manager for property and place on 9 September 2025 and the matter currently rests with Dorset Council. The deputy town clerk has provided all of the various details relating to the last similar joint project, which took place in 2015. The initial feedback from Dorset Council appears positive but it may be that any work doesn't take until the next financial year given the need for a detailed survey to take place and for consents to be obtained from the Environment Agency.

25/12/TMH – Bridport Household Recycling Centre

A letter has been sent to Dorset Council's corporate director for waste and recycling to formally register this council's objection to any future plan to introduce a booking system at the Bridport Household Recycling Centre (HRC). The letter raises concerns about the lack of consultation and that Dorset Council may seek to apply uniform policies across all HRCs.

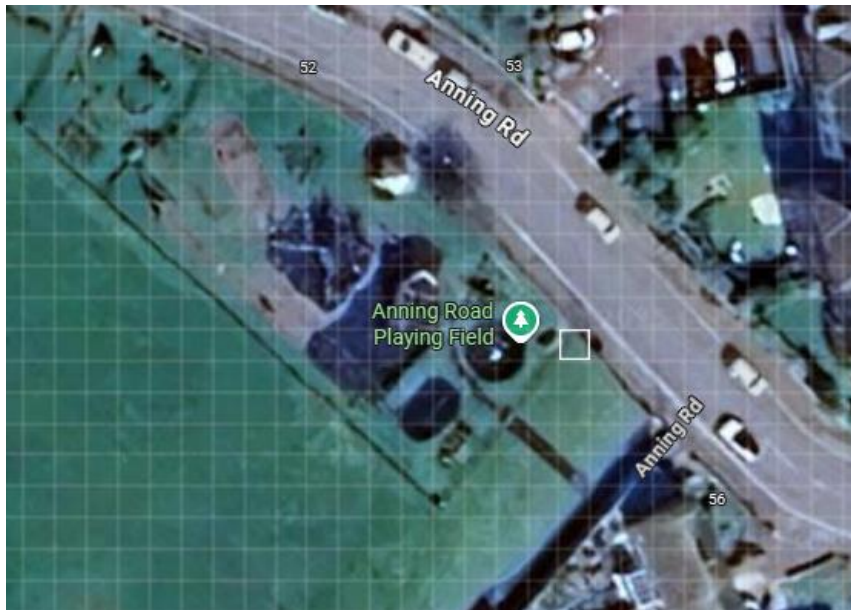
25/14/TMH – Review of Parking Issues by Dorset Council

The review closed to public comments on 4 September 2025, but no further information is available at the present time.

25/17/TMH – Dorset and Somerset Air Ambulance Clothing Banks

Following a review of potential locations at both Anning Road Playing Field and Woodmead car park, it has been determined that the installation of a charity clothes bin would be most feasible at Anning Road Playing Field.

The recommended site is adjacent to the double gate entrance, as indicated in the accompanying image below. This location offers ease of access and minimal disruption to existing use of the area. Importantly, this proposal aligns with the current use of the playing fields as a designated landing site for the Dorset Air Ambulance, ensuring that the bin placement also does not interfere with emergency operations.



In contrast, Woodmead car park presents a challenge. The available spaces are primarily pedestrian walkways, and placing a bin in these areas could obstruct public movement, which we aim to avoid.

25/18/TMH – Use of the Former Lister Room (now Terrace Café) – Outside Seating and Licensing Requests

The deputy town clerk needs to hold further discussions with the tenants and these will take place as soon as possible.

John Wright
Town clerk
June 2025

Committee: Town Management and Highways

Date: 24 September 2025

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Cadet Hut

The external works team have now completed an intensive clearance of the undergrowth on the bank. As part of the ongoing monitoring of the Cadet Hut site and building, Peter Chapman, geotechnical engineer has arranged for a topographical survey to be carried out on 16 and 17 September 2025.

The ground investigation included the drilling of boreholes with a small drilling rig using the percussive windowless sampling technique. Standpipe piezometers were inserted in the boreholes created for measuring groundwater levels. The borehole investigation will also need to be supplemented by the excavation of trial pits at selected locations.

Further updates will be provided as and when the technical data has been received from the surveyors.

Bin Collection Changes

Dorset Council has been contacting around 19,000 households in south west Dorset to inform them of the upcoming changes to the bin collection days.

The changes been implemented are part of a wider effort for Dorset Council to improve the efficiency and reliability of waste services across the area. Some key points:

- Bin collection day changes took effect on 21 September 2025, changing from Mondays to Tuesdays for Lyme and Charmouth.
- Only affected households will have received a letter – if a letter wasn't received, the collection day stays the same as before.
- Bins may be emptied by different crews at different times on collection day.
- Vehicles with separate compartments ensure waste types remain properly sorted.
- Crews may use a 'service bin' to collect food waste or glass – this looks like a regular wheelie bin.
- Garden waste and business collections are mostly unaffected; customers will be contacted separately if changes apply.
- If a resident believes their collection has been missed, they have been advised to wait until 4pm before reporting it.

Cleaning Provisions

As it stands currently, our cleaning services are provided by two external contractors. For the Marine Parade and Candles on the Cobb Pavilion toilets, these are both being serviced by contractor Dorset Cleaning Services. Their contract agreement is on a temporary rolling contract which was due to expire on 1 October 2025.

The council offices, Guildhall, amenities hut, Monmouth Beach store, and the cemetery lodge are serviced by B Cleaning Services.

The operations manager and finance manager are currently in the process of reviewing a long-term solution for the cleaning provisions to be combined under one sole contractor, or a new strategy to take the service in-house.

As a temporary extension, it has been agreed with Dorset Cleaning Services to continue their service until 1 November 2025. They have also shown interest in tendering for the whole cleaning provision operation. This will provide adequate time for a strategy and feasibility review. A report will also be provided for the Strategy and Finance Committee to consider on 13 October 2025.

Perimeter wall – Churchyard

As set out in the objectives report elsewhere on this agenda, the anticipated timescale for undertaking the repairs remains autumn 2025, although this may slip into winter depending on the time taken to obtain Listed Building Consent.

The full survey previously mentioned has now been completed and the views of Dorset Council's conservation officer have been obtained. The application for Listed Building Consent is being finalised, taking into account both the survey results and the comments received.

The Three Cups

A further update is being sought from Palmers' agent, and a verbal update will be provided at the meeting.

MUGA

The MUGA opened in July as planned but was subject to some damage shortly thereafter. As a result, it has been locked at sunset since that time and problems of misuse and antisocial behaviour have reduced.

The contractor has been asked to repair the damage caused where possible and also to resolve some issues with perimeter fencing and the levelling/rolling of the surface. That work is expected to be completed very shortly. In the meantime, the MUGA remains completely usable.

Works to level and re-seed parts of the adjoining football pitch have gone well, new goalposts will be installed very shortly and residents in Lym Close will be consulted about the possible installation of additional netting along that boundary of the pitch.

Harbour Store

The biodiesel tank has now been installed and is in regular use to fuel the council's diesel-powered vehicles, including both the tractor and Lyme Link bus.

20mph Speed Limit Proposals

Dorset Council continue to advise the next stage of public consultation will commence in October 2025. Any further updates will be reported to members as and when received.

Woodmead Car Park Drainage Works

These works have been completed and the final retention released. Surface water from the emergency services centre is not yet connected into the new drains and the deputy town clerk has gone back to Dorset and Wiltshire Fire and Rescue to seek an update.

Day Hut Site at Monmouth Beach

The replacement day hut is due to be delivered to site in early October and will be sold shortly thereafter. An update will be provided to the next meeting.

Land Stabilisation Monitoring at Monmouth Beach

The next monitoring will take place shortly, both at this location and in the gardens. A report will be brought to committee as soon as the results have been analysed.

Beach Replenishment and Stage V works

It still appears unlikely that any beach replenishment work will take place during 2025, although the beach profile is being carefully monitored to ensure it remains 'within parameters' to maintain coastal defence and flood protection.

Dorset Council provided a detailed update about the Stage V works and the planned emergency repairs to the last meeting of Full Council but any further information will be provided verbally at this meeting.

Significant Fossil at Monmouth Beach

The consent to dig for remaining parts of a significant fossil found at Monmouth Beach has been extended from 15 July to Christmas 2025. The consent, issued by Natural England, contains conditions about what may happen with the extracted fossil, including that it should be offered for local display.

Garage Roofs at Monmouth Beach

This work has now been completed.

Chalet Site at 18 Monmouth Beach

The legal challenge to the council's repossession of this site has not been resolved and there has been further communication between the respective solicitors. At present, there are no issues which require member input. If this changes then a report will be brought back to the relevant committee.

In the meantime, officers are investigating potential issues with the retaining wall to the rear of the site.

Footpath Repairs in Lister and Langmoor Gardens

Following the consideration of tenders by Full Council on 10 September 2025, the work to repair footpaths in Lister and Langmoor Gardens has been awarded to Hansford Construction Ltd and they have accepted that award.

Work is likely to commence on a date to be agreed in November and will take 12 to 15 weeks to complete. The work will be undertaken in phases to minimise disruption to the public, but it will be necessary to close Stile Lane for up to eight weeks. Approval for this closure is being sought from Dorset Council.

As previously reported, the work will comprise a mixture of compacted gravel, bitmac edge repairs and full repairs with concrete base or surface.

Accreted Land at Monmouth Beach

Although all outstanding issues have been resolved, the lease remains incomplete. Dorset Council's solicitor has been chased and any further update will be provided verbally at the meeting.

South West Water (SWW) Planned Works, 'Turning the Tide'

An update was provided to the last meeting of Full Council, together with a link to the relevant section of the SWW website.

Four representatives of SWW attended a meeting of the Bathing Water Quality Group held on 9 September 2025, and the matter was discussed in some detail.

It seems apparent from those discussions that the indicated programme of works is 'indicative' and may be 'optimistic'. Nonetheless, it was explained the works were pursuant to meeting statutory duties and responsibilities and would be undertaken on a timescale which met those obligations.

X51/53 Winter Timetable

Members agreed at the last meeting of Full Council to write expressing this council's concerns about the new winter timetable for the X51/53 service. That letter was subsequently sent to the local MP, to Dorset Council and to First.

Various meetings about the timetable are understood to have taken place since members considered the matter and any verbal update will be provided at the meeting.

Works at the Jane Austen Garden

It was identified during the summer that improvements were needed at the Jane Austen Garden. Subsequently, officers have ordered two large, tiered planters, which will house winter and summer bedding plants. The hope with this approach is to break up the harsh view of the concreted area. Additionally, officers will be sourcing 18 Jane Austen roses specifically to plant in the Jane Austen memorial garden beds as a feature.

Mark Green
Deputy town clerk
September 2025

Sam O'Connell
Operations manager

Committee: Tourism, Community and Publicity

Date: 24 September 2025

Title: Town Management and Highways Committee – Objectives

Purpose

To allow members to review progress of the committee's 2025-26 objectives

Recommendation

Members note the report

Background

1. During the 2025-26 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.
2. At the Full Council meeting on 3 April 2025, the objectives were formally assigned to committees.

Report

3. Members can review progress on the objectives at each meeting.
4. This committee's 2025-26 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**. Updates are highlighted in yellow.
5. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

John Wright
Town clerk
July 2025

Reinstate a town bus service	55	MG	TMH	May '25	<p>The bus, a 17-seater Peugeot 1.9 diesel manual, is scheduled for arrival in the first week of April. Registration, driver training, DBS checks, the timetable, rotas, livery and publicity are in processes. The launch is scheduled for 7 May 2025.</p> <p>The service was launched on 7 May 2025 as planned. A review of the service is elsewhere on this agenda.</p>
Relocate the council's offices to St Michael's Business Centre	100	MG	TMH	May '25	<p>Building work in progress. Occupation scheduled end-May 2025.</p> <p>The moved took place w/c 9 June 2025 and opened to the public on 13 June 2025.</p>
Undertake work to church walls	55	MG	TMH	October '25	<p>Project allocated to Crickmay Stark.</p> <p>Work scheduled to start in autumn 2025.</p>
Undertake repairs to garden paths in the Langmoor and Lister gardens	200	MG	TMH	March '26	<p>The 2025-25 budget of £100,000 has been accrued into 2025-26 and increased by a further £100,000. Work scheduled to commence November 2025. Project allocated to Chapman Geotechnic.</p> <p>Tenders received and considered by the Full Council on 10 September 2025. The contract has been awarded to Hansford's Construction Ltd, who are expected to commence work w/c 3 November 2025, with a 12-week contract period.</p>
Complete the installation of CCTV cameras and secure a link to Dorset Council's control	86	MG	TMH	May '25	<p>All cameras fitted. Pole to be erected at skatepark w/c 31 March 2025. Internal connectivity issues to be resolved along with connection to the control centre at Dorchester.</p>

centre					<p>Pole installed at skatepark. Next step is to link the connection into the master system to transmit back to Dorset Council. We are waiting on Open Reach to identify ways to transmit the signal to the seafront control centre.</p> <p>Open Reach attended the control room on the seafront on 4 September 2025 to install the hardwire connection to enable transmission of images to Dorset Council's control centre.</p>
Undertake strawberry Fields' options' appraisal	10	MG	TMH	March '26	<p>Dorset Council local plan considerations need to be undertaken.</p> <p>Dorset Local Plan consultation launched, which includes Strawberry Fields as a housing options' site. Special member briefing to be arranged and an extraordinary Full Council meeting.</p>
Undertake repairs to the Guildhall window and passageway	100	MG	TMH	November '25	<p>The 2024-25 budget of £50,000 has been accrued into 2025-26 and increased by a further £50,000. Project allocated to Crickmay Stark. Initial plans complete.</p> <p>Report of conservation officer received on 3 September 2025. Crickmay Stark will now progress plans and seek prices from qualified contractors.</p>
Undertake repairs to Bell Cliff steps and railings	25	MG	TMH	November '25	<p>Project allocated to Crickmay Stark.</p> <p>Report of conservation officer received on 3 September 2025. Crickmay Stark will now progress plans and seek prices from qualified contractors.</p>
Replace and repair gardens handrails	10	SO	TMH	March '26	<p>This is year three of a five-year programme. Officers are optimistic the programme can be completed ahead of schedule.</p> <p>Handrails have been replaced at Monmouth</p>

					Bech chalet park and near the Somers statue. The final phase of the project is scheduled for completion in the 2026-27 budget, with an area of railings towards the lower end of Stile Lane to be replaced.
Purchase a cement mixer	1	SO	TMH	May '25	Purchased April 2025 and in use.
Dispose of the council's Church Street office	10	MG	TMH	December '25	Particulars nearing completion. Target date for return of best offers is 20 October 2025, to enable offers to be considered on 29 October 2025.
Undertake a feasibility study for the cadet hut site	4	MG	TMH	December '25	Clearance currently taking place for the gully side of the Cadet Hut. This is to allow for clear study and planning for any stabilisation works that may be required. Project allocated to Chapman Geotechnic who is available from 15 September 2025.
Undertake joint works to The Lynch with Dorset Council	7	MG	TMH	March '26	<p>This is dependent on Dorset Council commitment; in June 2024, a Dorset Council director indicated Dorset Council would be prepared to consider joint funding for works to The Lynch.</p> <p>Discussions took place with Dorset Council's property team on 3 September 2025. Joint works proposed similar to those which took place in 2015. Further response awaited from Dorset Council.</p>
Undertake earth removal at Ware Cliff	120	MG	TMH	March '25	Work brought forward from 2025-26 and completed March 2025.
Include a secure area in new offices at St Michaels	5	MG	TMH	May '25	<p>Included as part of the overall specification for the office move to St Michael's Business Centre.</p> <p>Safe installed in new offices and in use.</p>
Purchase a ride on mower	15	SO	TMH	April '26	Three demonstrations were given to the external works team and the preferred supplier

					is Etesia.
Undertake initiatives identified by travel and transport working group	10	SO	TMH	March '26	As identified by the Travel and Transport Working Group and recommended to the Full Council by the Town Management and Highways Committee.
Install two additional day huts	10	MG	TMH	June '25	The beach huts have been ordered and are expected to arrive by the end of September 2025.
Refurbish cemetery lodge	125	MG	TMH	May 2025	Carried over from 2024-25. Likely handover date of 25 April 2025. Building completion certificate received. Fire certificate awaited. The refurbishment was completed on 22 July 2025 and is now in use.
Secure link to the amenities hut	TBC	MG	TMH	TBC	Originally included in the 2024-25 budget and officers believed an alternative solution had been achieved. Current link is failing and alternatives need to be re-visited. There are ongoing issues with Wi-Fi connectivity. We have also identified that the till system (Square), was failing for updates and access, also not connecting to the Wi-Fi. Action was taken to close the Square account, and we have now made the move to Epos Now Till system, which is working well. It is suggested the installation of a hard wire is considered as an objective for 2026-27.
Build a multi-use games area in Anning Road playing field	150	MG/AKM	TMH	July 2025	Carried over from 2024-25. BMX humps removed but additional earth is required to level out the playing field. Work on the games area to commence on 2 June 2025. The multi-use games area was completed and opened to the public on 25 July 2025. Sovereign returned to site on 10 September 2025 to

					address some of the levelling and fencing issues.
Determine the use of the trailer park and accreted land	N/A	MG	TMH	June 2025	Lease not yet finalised but all HOTs agreed in October 2024. Dorset Council being chased for further progress.
Replace store room doors at shelters	5	PW	TMH	April 2025	Carried over from 2024-25. Store room doors have been installed.

Committee: Town Management and Highways

Date: 24 September 2025

Title: Budget Proposals 2026-2027

Purpose of Report

To allow members to consider this committee's objectives for 2026-27 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 15 October 2025

Recommendation

Members identify this committee's objectives for 2026-27

Background

1. On 13 October 2025, the finance manager and town clerk will provide members with a briefing on the 2025-26 budget and five-year financial plan. The formal process starts on 15 October 2025 with the presentation of budget-related reports to the Strategy and Finance Committee.
2. The budget is through two committee cycles and concludes at the Full Council on 17 December 2025.
3. This item is on all committee agendas in the run-up the Strategy and Finance Committee on 15 October 2025.
4. In the 2025-26 budget, there is a sum of £7,000 for a joint project with Dorset Council to fund works to the Lynch. Dorset Council is yet to confirm its funding commitment to this project so the budget for this project will accrue to the 2026-27 budget. A further £5,000 for this project is proposed for the 2026-27 budget.
5. There is one project, the replacement of handrails in the seafront gardens, that spans five years; there is already a future funding commitment of £10,000 allocated to the 2026-27¹ budget.
6. Issues considered or discussed by this committee since the 2024-25 budget-setting process, include:
 - Migration of Monmouth Beach car park machines to IPS, £17,500
 - A young persons' gym/play area in the seafront gardens, £30,000
 - A major refurbishment of Jane Austen Gardens, £150,000
 - The establishment of a boules area in the seafront gardens, £5,000
 - Underwriting a Red Arrows display, £10,000
 - Additional seafront signage, £10,000.

Report

7. 2026-27 budget suggestions from staff² include³:
 - Line marking at Woodmead and Monmouth Beach car parks (1), £15,000.

¹ 2026-27 is the final year of this project.

² Staff suggestions include those made by the office and external works teams.

³ Numbers in brackets indicate the suggested priority given to each suggestion.

- Door replacement at The Terrace (Lister Room) (1), £6,000.
- Repairs to the cemetery drive (1), £12,000.
- Replacement fencing at Woodmead/View Road (1), £15,000.
- Further works to the Jubilee Pavilion roof (1), £5,000.
- A contribution towards beach replenishment (1), £15,000.
- Repairs to the woodland walkway (2), £30,000.
- Replacing tables and chairs held in the Marine Parade Shelters, £10,000 (2).
- A new webcam on the Jubilee Pavilion and a replacement webcam on The Cobb, £6,000 (2).
- Further repairs to The Guildhall (3), £50,000.
- Investment in bus shelters to provide real time information (RTI) (3), £30,000.
- New Guildhall chairs (3), £5,000.

8. Other non-costed proposals, include:

- Refurbishment of Candles on the Cobb Pavilion toilets.
- The introduction of Automatic Number Plate Recognition (ANPR).
- An integrated cleaning service. A report on an integrated cleaning service will be considered by the Strategy and Finance Committee on 15 October 2025.
- Stand-alone bin stores.
- Palm trees.
- A snack vending machine in the amenities hut.
- Mini-golf enhancements.
- Replacement boundary fencing at the cemetery.
- Hatching on Cart Road by The Kiosk

9. This committee is asked to identify its objectives for the 2026-27 budget. These objectives will be considered alongside objectives submitted by other council committees.

10. Any recommendations from this committee will be considered by the Strategy and Finance Committee on 15 October 2025 and the Full Council on 29 October 2025.

Sam O'Connell
Operations manager
September 2025

Committee: Town Management and Highways

Date: 24 September 2025

Title: Future Use of Adopted Telephone Kiosk at Bell Cliff

Purpose of Report

To invite members to submit proposals for the future use of the decommissioned BT telephone kiosk located at Providence Place/Bell Cliff, in anticipation of its formal transfer to the town council

Recommendation

Members are requested to put forward proposals for the future use of the decommissioned BT telephone kiosk located at Providence Place/Bell Cliff, ensuring all suggestions comply with the contractual obligations and restrictions outlined in the adoption agreement with British Telecommunications plc

Background

1. Lyme Regis Town Council is in the final stages of adopting a listed K6 red telephone kiosk located at Providence Place, below and to the rear of the Bell Cliff steps.
2. The formal agreement with British Telecommunications plc has been signed, and the kiosk is expected to be transferred to the council shortly.
3. Upon completion, the council will assume full responsibility for the kiosk's maintenance, safety, and future use.
4. The adoption is being completed for a nominal fee of £1.

Report

5. The adoption agreement permits:
 - Installation of community equipment (e.g. defibrillators), subject to BT's written approval and compliance with safety standards.
 - Repurposing for community benefit (e.g. mini-library, information point, art display), provided no electronic communications equipment is installed.
 - Display of signage indicating Council ownership and disconnection from BT's network.
 - Public engagement to inform residents of the kiosk's new status and function.
6. The adoption agreement permits:
 - Installation or operation of any electronic communications apparatus.
 - Sale, lease, or licensing of the kiosk to BT competitors.
 - Connection of any equipment to the existing electricity supply without BT's written consent.
 - Use of BT branding or logos without prior written approval.

7. Responsibilities upon transfer:

- Ensure compliance with planning legislation and obtain necessary consents.
- Employ a qualified electrician (NICEIC registered) for inspection, upgrades, and ongoing maintenance.
- Manage health and safety risks, including lead paint and outdated electrical fittings.
- Indemnify BT against any claims or damages arising from the kiosk's use or condition.

8. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Sam O'Connell
Operations manager
September 2025

Committee: Town Management and Highways

Date: 24 September 2025

Title: Memorial Tree Sculpture

Purpose of Report

To allow members to consider a new alternative memorial option for the town

Recommendation

Members consider whether to put forward the idea of a memorial tree as a potential objective for 2026-27

Report

1. The council currently maintains over 130 memorial benches across the town, including Marine Parade, the seafront gardens and the cemetery. Each bench, purchased by the public in memory of a loved one, costs £1,142.50 plus VAT and includes a plaque.
2. Similarly, over 30 cherry trees with memorial plaques have been provided in Langmoor Gardens, but no further planting locations are available.
3. Due to limited space, no additional benches or trees can be installed.
4. There is a waiting list of 74 individuals seeking a memorial. To address this, the operations supervisor has proposed introducing a memorial tree sculpture as a sustainable and space-efficient solution.

Proposal

5. As shown at **appendix 11A**, a memorial tree sculpture is a decorative metal structure designed to hold small, engraved plaques or 'leaves' dedicated to loved ones.
6. Unlike traditional benches or planted trees, these sculptures:
 - Maximise available space by accommodating multiple memorials on a single structure.
 - Require minimal maintenance, being made from durable, weather-resistant materials.
 - Offer flexibility, with various sizes and designs to suit different locations.
 - Provide a lasting tribute, as plaques can be added or replaced without major works.
7. Memorial Trees UK provide sculptures made from Corten weathering steel. These trees are available in sizes ranging from 60cm to 4m and are designed for both indoor and outdoor use. They are maintenance-free, highly durable, and can withstand all weather conditions.
8. Leaves are made from anodised aluminium, engraved with the name and dates of deceased loved ones, and are securely fixed to the tree. They are available in three sizes corresponding to the tree size.
9. If approved, the suggested location would be in the Langmoor Gardens under the Woodland Walk. There is a vacant concrete plinth already in situ, which has lighting built in so that it could illuminate the tree at night.
10. Installation would be completed by the supplier as part of the purchase.

Tree Sizes and Memorial Leaf capacity

11. The following options are available:

- 320 cm tree – accommodates up to 640 leaves
- 220 cm tree – accommodates up to 440 leaves
- 120 cm tree – accommodates up to 170 leaves
- 220 cm wall-mounted tree – accommodates up to 220 leaves

Financial Implications

12. The cost of the trees is substantial due to the high-quality materials and specialist fabrication involved:

- 320 cm tree – approx. £24,400 (ex VAT)
- 220 cm tree – approx. £15,900 (ex VAT)
- 120 cm tree – approx. £5,900 (ex VAT)
- Wall-mounted tree – approx. £5,400 (ex VAT)

13. Engraved leaves cost around £45 to £55 each to purchase, with a suggested retail price of £220 to £330. By setting reasonable charges for the leaves, the project can cover its costs over time without generating profit, ensuring a positive resolution and affordability for those wishing to purchase.

14. If successful, the installation of the first tree could create opportunities to introduce additional memorial trees in other suitable locations across the town.

15. There is currently no budget provision for this project.

16. If members are generally supportive of taking this forward, it is suggested this is put forward as a possible objective as part of the 2026-27 budget-setting process.

17. Any recommendations from this committee will be considered by the Strategy and Finance Committee on 13 October 2025 and the Full Council on 29 October 2025.

Sam O'Connell
Operations manager
September 2025

Committee: Town Management and Highways

Date: 24 September 2025

Title: Changes to the Lyme Link Bus Service Route

Purpose of Report

To allow members to consider operational changes to the Lyme Link bus service route

Recommendation

Members agree to the proposed route changes for the Lyme Link bus service, specifically the removal of Uplyme from the route

Background

1. It was proposed by this committee and subsequently resolved by the Full Council on 2 April 2025 'that the town bus should be a free-to-use community service, with the route amended initially to include Woodmead Halls, Woodberry Down, Garmans Field and Uplyme Village Hall, with the route to be reviewed after six months'.
2. Lyme Link was launched in May 2025 and officers and volunteers have been monitoring use of the service, including numbers of passengers and where they get on and off.

Report

3. The route originally included Uplyme due to the absence of a Post Office in Lyme Regis. At the time, the nearest available Post Office was located at the service station in Uplyme.
4. The issue of Lyme Regis lacking a Post Office has now been resolved, with a new Post Office established at the Waffle House in the town centre.
5. Lyme Link volunteers were asked to collect data on passenger usage across all stops to support a comprehensive review of the service. They have reported low passenger numbers travelling to Uplyme.
6. Over a two-month monitoring period, the data showed that only five passengers used the Uplyme stop in June 2025 and six in July 2025.
7. The operations supervisor has calculated that the round trip from Lyme Regis Medical Centre to the Uplyme stop takes approximately 10 minutes.
8. Removing the Uplyme stop will enabled adjustments to the route that are considered more beneficial to the service and its regular users.
9. The new stops proposed are as follows:
 - Somers Road
 - Woodroffe School bus bay
 - Blue Water's Drive
10. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Sam O'Connell
Operations manager
September 2025

Committee: Town Management and Highways

Date: 24 September 2025

Title: Request for Additional Parking Restrictions in Mill Lane

Purpose of Report

To consider a request from the Town Mill Trust for additional parking restrictions in Mill Lane

Recommendation

Members consider the request from the Town Mill Trust for additional parking restrictions in Mill Lane and comment to Dorset Council as appropriate

Report

1. The chairman of the Town Mill Trust has written asking for this council's support for the introduction of additional parking restrictions in Mill Lane. His letter is attached as **appendix 13A** and sets out the extent of the request and the reasons for it.
2. Dorset Council will not consider the request without this council having first expressed a local view on the matter. Members are, therefore, asked to comment as appropriate.
3. Any recommendations from this committee will be considered by Full Council on 29 October 2025.

Mark Green
Deputy town clerk
September 2025

Committee: Town Management and Highways

Date: 24 September 2025

Title: Beach Signs and Flags – Pollution Risk Notices

Purpose of Report

To inform members of concerns raised at the bathing water quality meeting held on 9 September 2025, specifically regarding responsibility for displaying pollution risk notices, which are required to be displayed during periods when water quality may pose a health risk to bathers

Recommendation

Members note the report and ask officers to raise the matter of the display of pollution risk notices for Church Cliff Beach at the next Harbour Consultative Group meeting scheduled for 9 October 2025

Background

1. Pollution risk notices are temporary warning signs that must be erected when forecasts indicate a potential decline in bathing water quality due to pollution. These are typically required during or following heavy rainfall or other environmental events that may affect water safety.
2. Dorset Council's ward member for Lyme Regis and Charmouth, Cllr Belinda Bawden, has been overseeing the display of pollution risk notices at Church Cliff Beach. Cllr Bawden said she is not able to continue this practice and that it should fall to the harbourmaster to complete.

Report

3. The harbourmaster, James Radcliffe, has been responsible for displaying both signage and flags at Front Beach and Church Cliff Beach in the past. Currently he is only doing Front Beach.
4. The harbourmaster can no longer manage Church Cliff Beach due to the unpredictability of notice requirements and the operational risk of leaving the harbour unmanned while travelling to Church Cliff Beach.
5. It was agreed at the bathing water quality meeting on 9 September 2025 that a solution for pollution risk notices was needed for next bathing season at Church Cliff Beach, which doesn't rely on Cllr Bawden and volunteers. Dorset Council, as the statutory body, is responsible for finding an acceptable way forward. The harbourmaster has stated he will continue to look after notices at Front Beach.
6. It is important to note that failure to display pollution risk notices when required can result in a 'black marker' being issued by the Environment Agency. These markers negatively impact the bathing water classification and, if accumulated over time, can lead to a downgrade in the official bathing water status. This could have reputational and economic consequences for the town.
7. Officers will attend the Harbour Consultative Group meeting on 9 October 2025 to discuss the issue further and seek a resolution.

8. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Sam O'Connell
Operations manager
September 2025

Committee: Town Management and Highways Committee**Date:** 24 September 2025**Title:** External Works' Budget Performance, 1 April – 31 August 2025**Purpose of Report**

To inform members of performance against budget in the external works' budget from 1 April to 31 August 2025 and of the forecast year-end position at 31 March 2026

Recommendation

Members note the report

Report

1. The external works' budget from 1 April to 31 August 2025 is detailed below.
2. Within the column 'Actual vs Budget', the black figures are under budget and the red figures are over budget.
3. Where we can, officers have profiled the external works' budget, to reflect the pattern of income and expenditure throughout the year.
4. The external works' budget was set at £295,401, however the forecast position at March 2025 is £303,823, with a £8,422 overspend.
5. This is an early forecast and officers are confident this will be recouped by savings throughout the year.

		Actual to 31 August 25	Budget to 31 August 25	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 26
External works budget							
6500	Supplies	16,066	16,338	-273	(2%)	39,212.25	39,212.25
6501	Machinery Maintenance	998	2,726	-1,729	(63%)	6,542.84	6,542.84
6502	Machinery & Tools	0	795	-795	(100%)	1,908.33	1,908.33
6503	Infrastructure	5,116	6,815	-1,699	(25%)	16,357.11	16,357.11
6504	Amenity Area Equipment	172	1,296	-1,124	(87%)	2,180.95	2,180.95
6511	Electric and Pumping Contractors	3,511	9,087	-5,577	(61%)	21,809.48	21,809.48
6522	Bins	17,380	15,395	1,985	13%	32,714.22	32,714.22
6530	Toilets	21,037	18,829	2,209	12%	40,347.54	45,000.00
6560	SHEF/PPE	2,058	1,817	240	13%	4,361.90	4,942.90
6600	Vehicle Lease/Purchase	0	454	-454	(100%)	1,090.47	1,090.47
6601	Vehicle Tax and Insurance	690	1,025	-335	(33%)	1,308.57	1,308.57
6602	Vehicle Maintenance	3,814	1,667	2,148	129%	6,542.84	6,542.84
6603	Vehicle Fuel	7,815	3,151	4,664	148%	7,088.08	15,000.00
6650	Floral Display /Tree Surgery	6,692	11,029	-4,337	(39%)	28,352.324	28,352.32
6651	CCTV Webcam	87	491	-404	(82%)	1,962.85	1,962.85
6669	Car Park Card Transaction Charges	23,484	26,209	-2,725	(10%)	45,000.00	45,000.00
6670	Car Park Cash Collection Charge	3,024	5,716	-2,692	(47%)	9,814.27	9,814.27
6673	Traffic Management/Car Park	5,393	6,815	-1,423	(21%)	16,357.11	16,357.11
6676	Signs	0	4,052	-4,052	(100%)	9,723.79	5,000.00
6680	Equipment Rental	1,732	1,061	671	63%	2,726.19	2,726.19
		119,068.65	134,769.98	-15,701.33		295,401.11	303,822.70

Analysis

6. The main reasons for the expenditure variations are:

- Machinery maintenance, machinery and tools, infrastructure, amenity equipment and electric and plumbing contractors' expenditure are forecast at the budgeted amount. There has been less expenditure at the beginning of the year than expected. These are variable budgets, based off demand.
 - Bin expenditure is forecast at the budgeted amount. These are variable budgets, estimated to the best of our ability and are based off demand.
 - Toilet expenditure is forecast for an overspend of £4,652, following the unforeseen termination of our contract with Glen Cleaning. This has caused some unexpected costs for temporary solutions. A separate report regarding the future of toilet cleaning will be presented to Strategy and Finance on 15 October 2025. Once a decision has been made, an updated forecast can be provided.
 - SHEFF/PPE expenditure is forecast for an overspend of £581, due to an unbudgeted risk assessment for the new cemetery lodge after the project was closed. This has affected the year-to-date spend.
 - Vehicle lease/purchase, vehicle tax and insurance and vehicle maintenance expenditure are forecast at the budgeted amount. There has been less expenditure at the beginning of the year than expected. These are variable budgets, based off demand.
 - Vehicle fuel expenditure is forecast for an overspend of £7,912 due to the council's decision to start using biodiesel which comes at a higher price point than bulk price fuel.
 - Floral display/tree surgery, CCTV webcam, car park card and cash transaction charges and traffic management expenditure are forecast at the budgeted amount. There has been less expenditure at the beginning of the year than expected. These are variable budgets, based off demand
 - Signs' expenditure is forecast under budget by £4,724. The amount left will substantially cover the amount required for this financial year and will be reviewed in the 2026-27 budget.
7. The Town Management and Highways budget will continue to be reviewed by officers.
8. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Naomi Cleal
Finance manager
September 2025

Complaints and Incidents Summary – 3 July 2025 – 18 September 2025

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
215	10/07/2025	It came as a surprise to read in the Council Magazine that £199.99 of "taxpayers money "was spent on a white post box to heaven situated at the entrance of the town cemetery . Since when has it been council policy to be involved in holy matters ,and to be fair and balanced to all, should not a further black box be placed for those of us who have friends consigned to the other place may also receive news from home . In the many years living in Lyme , I have seen the council do bewildering things BUT this beats them all . So far ?????	Lyme Regis cemetery		Councillors	added to complaints s/s for members to note
217	28.07.25	Muga - people staying in there until 3am, loud noise, gate banging and football. Asked for gates to be locked at night as keeping her awake.	MUGA	26.07 - 27.07	Sam O'Connell	

218	31.07.2025	I wish to complain about the park and ride service in Lyme Regis. Today we attempted to use the service. A bus was waiting in the car park when we arrived. We got out of the car as quickly as possible with 2 small children and as we approached the bus, at 1.28pm, it pulled away. It had no passengers on board, the driver would have seen us driving into the car park but they couldn't wait for us, but left before time. Are the buses there to provide a service? They clearly don't. Maybe the driver needs some training in how to provide a service to their customers. We got back into our car and drove to a car park. I won't attempt to use this park and ride again.	Park and Ride		Mark Green	added to complaints s/s for members to note
219		I would like to put in a complaint about your park and ride service from the field to Lyme Regis. We caught the bus today (Tuesday)5th and we were not told to catch the return bus at Tescos. There were a lot of elderly people waiting for the bus and we watched 3 buses go past . It was only because we waved a bus down, after waiting 50 minutes, that the driver then informed us that you can't get on there He explained why but it didn't help that we then had to hurry up the hill to catch the bus on the way down. I'm waiting for a hip replacement, my granddaughter is 8 months pregnant	Park and Ride	05.08.25	Mark Green	added to complaints s/s for members to note

		and a lady who was queuing with us had an asthma attack and also has lung cancer. I don't know what happened to all the other elderly people who were waiting to catch a coach connection at Charmouth Rd car pk . I really am very disappointed in your service. Regards Ms B Williams				
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Complaints and incidents dealt with by Dorset Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
214	03.07.2025	I am a lady with mobility disabilities and visit Lyme Regis in a regular basis with our dog. I'm sad to say that the dog beach is totally in accessibility for me and our dog. 1. It's a long way to the beach 2 there are steps which we cannot use. I appreciate the reasons for no dogs in the beach in summer but I'm sure something could be done for the disabled. I am finding the same most places I visit. West Bay has excess due wheelchairs which is great but no dogs are allowed so no good for me. I await your thoughts.	Lyme Regis		Dorset Council	added to complaints s/s for members to note
216	15.07.25	Yet again there are dogs being taken on to the main beach at Lyme Regis.	Seafront		Sam O'Connell	

		<p>This time a dog was seen to defecate on the sand, although the owner picked up this should be a major concern to health. Owners are ignoring the signs and scant disregard for health, safety, children and families.</p> <p>Whoever is responsible for enforcing needs to get a grip and start dealing with this.</p> <p>As this is now happening frequently, maybe you should remind owners of the rules via social media. I will do this if you wish.</p>				
220	26.8.2025	<p>I am currently visiting Lyme Regis and saw an unacceptable dog fouling incident. Please could you forward this information to the relevant person to take action.</p> <p>At around 5.30pm today (22nd Aug) the vehicle in the photograph drove onto Marine Parade near the car parking area.</p> <p>A woman with a brown alsatian dog got out of the camper van vehicle and allowed their dog to foul the promenade next to the vehicle. The alsatian was an old dog with a limp.</p> <p>The woman then used a dog poo bag to wipe up some of the mess but left three big lumpy runny pools of light brown dog</p>	Lyme Regis Monmouth carpark	22/08/2025	Ryan Hope - Dorset Council	Sent to Ryan Hope DC

	<p>poo. She then walked off with the dog.</p> <p>We waited as we assumed that she had gone to maybe get some water to clear up the mess. Numerous families then walked along and narrowly missed walking into the mess. We also warned people.</p> <p>I asked my son to take some photos, which I have attached.</p> <p>All this time the male driver of the vehicle was sitting in the car. I went over to the window and told him he should clear up the mess and that I would be reporting this incident.</p> <p>He then got out of the vehicle and made a half hearted attempt to wipe up the smeared mess with some toilet paper. He then got back into the vehicle.</p> <p>The woman with the dog then arrived back and I said to her about the mess which was still on the promenade. She said that the dog had diarrhea, as if this made it OK!</p> <p>I really hope that these people can be tracked down and fined for this socially unacceptable and disgusting behaviour.</p>				
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222	08.09.25	Dogs - please will the council review the controlling of dogs on Lyme Regis Beaches. Yesterday (Sunday 7th September) I witnessed 8 dogs on the beach some on leads and others not. Despite the signs detailing dogs are NOT allowed on the beach. Therefore please will you consider; - bigger signage and more of them - employing an individual (s) to patrol the beaches - fining irresponsible dog owners - and there are many of them in Lyme Regis! Thank you	front beach		Sam O'Connell	
221	01.09.25	My wife and I have been lucky enough these pasts few weeks to have spent a number of days on Lyme Regis main pebble beach. We were amazed that despite ample signs along the beach banning dogs at this time of year there were dogs on the beach in the sea and hidden in beach tents, Who is meant to enforce the rules that Dorset council have put in place banning dogs from beaches?	Front Beach	01.09.25	Sam O'Connell	
223		Secondly, but not so pleasant, is the number of dOg owners we have seen today taking their donges onto both Front Beaches, some off lead, and allowing them to dedicate on the beach. I have witnessed at least 4 today. All these owners did bag the dog mess and remove it.	beach hut beach	17/09/2025	Sam O'Connell & Dorset Council Ryan Hope	

		It is very unpleasant, particularly when it happens outside one of the beach huts (even if on the shingle. I appreciate this is a difficult situation for you to manage but some form of clear, accessible signage would help somewhat.				
224		Dogs on Lyme Regis beach. One of the things i love about Lyme Regis is that you don't allow dogs on the beach till October. Such a pity the rule isn't enforced. I counted 10 on the sandy beach at 6pm last night and this morning a couple more. I absolutely appreciate you may have had to cut staff but I do think it would be worth your while patrolling the area to educate dog owners, particularly as you had gone to great lengths to sweep the beach of seaweed. Still love the place despite my observation.	front beach	18/09/2025	Sam O'Connell & Dorset Council Ryan Hope	

Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
137	11.07.25	I just wanted to say thank you . I live in Henry's Way and sometimes by the time I've walked back from town I've been a bit poorly, for the first time I got the town bus back home and it was wonderful , the whole		Mark Green/ Sam O'Connell	

		experience, the men driving, helping . Thank you			
138	11.07.25	Hi Pete and All Just been to Town Mill after being away Just wanted to say a big thank to Pete and his team for doing such a great job at refurbishing the bridge Looks and feels much safer.		Mark Green/Sam O'Connell	
139	25.07.25	Good afternoon, I recently had to use the public convenience (next to the arcade on the promenade) and was very impressed with the young ladies looking after them from the cleaning company . The whole place was clean , especially the floor, and smelt clean too . Thank you for doing a good job .		Naomi Cleal / Sam O'Connell	
140	04.08.25	Just to send a big thank you for the article in LymeLiving about our bags. It looks great and it already is attracting attention. And especially from a local owner who is keen for the bags to go into holiday lets - a wonderful way to expand our project.		Adrianne Mullins	
141	06.08.25	Lyme Link volunteers went above and beyond for Jo, who was struggling with her mobility. One of the assistants met her at the stop and assisted her on and off of the vehicle dropping her close to her home.		Anne-Marie	
142	07/08/2025	I also wanted to pass on my congratulations to the Council for money well spent on the great new games area on the recreation ground . Every time I pass it, there are kids		Ant	

		<p>having a great time playing something in there! Brilliant for the teenagers of Lyme. Also the great outdoor gym in Langmoor gardens . Thank you!</p>			
143	18.08.25	<p>We're currently visiting Lyme Regis on a short holiday and wanted to send our thanks to one of your staff members who went above and beyond last night.</p> <p>My daughter and her friend had a bit too much to drink and unfortunately found themselves being hassled by some young men. One of your team — a man with tattoos and a beard and blue t-shirt— was incredibly vigilant. He stepped in immediately, stayed with them until they were safe, and made sure they called us. He didn't leave until he knew they were okay, and we were hugely relieved that someone was looking out for them.</p> <p>This happened late in the evening near the town, and we didn't get the chance to thank him properly in person. (we were a bit blindsided by picking the drunk girls up). If you're able to pass on our gratitude to him, we would be very grateful. It really meant a lot to know they had someone responsible watching out for them. And not just watching, stepping in. Again, we are very grateful and are very glad to know you employ proactive staff members.</p>		Sam O'Connell	

		Please also send out thanks to other staff on the seafront we notice actively keeping it clean for us messy tourists. We understand it's not the best job but they all do it well.			
144	20.08.25	<p>Parking Cautionary Warning - message to John Wright, Town Clerk. Having just returned from a holiday on the south coast, including 3 lovely days staying in Lyme Regis, may I thank you and the council for having such a beautiful town. The cleanliness, gardens, shopping facilities, broad range of excellent places to eat, and access to public toilets surpassed all out expectations. It is around 50 years since I was last there so I hope it isn't that long again! I write with particular thanks for your parking warden's common sense approach. Having purchased a 3-day ticket for Woodmead car park on 7 August, we drove down the coast for the second day and parked again in the evening in the same car park, putting the ticket in the windscreen. I can only assume that, on closing the car boot, the ticket flipped upside down and was unreadable. Rather than a parking fine (as many places would have done, they provided a cautionary warning). Whilst a fine would have been understandable, it would have put us off returning. The warning, however, left us talking about this with friends and recommending the town as a place to visit. This message may not mean much, but credit where credit is due. Thank</p>		John Wright	

		you.			
145	26.8.2025	<p>Just wanted you to know what a lovely employee he is. We came with a large family & he made our trip to mini golf a real pleasure. As with us in NHS, few people take time to say thank you – so I wanted to make sure I did !</p> <p>Very pleasant and keen to help. An asset.</p>		Sam O'Connell	
146	05.09.25	<p>To the Lyme Regis Town Council, I am writing to express my strong support for the current policy of keeping dogs off the main beaches in Lyme Regis. As a parent, I have found it incredibly reassuring and enjoyable to visit the beach with my child without the worry of encountering dogs. It allows children to play freely and safely, and it has made our visits far more relaxing. The absence of dog waste is another significant benefit, ensuring a clean and hygienic environment for everyone. This policy has truly made the beaches more accessible and welcoming for families and others who prefer a dog-free space. I believe it is a valuable part of what makes Lyme Regis a fantastic destination.</p>		Sam O'Connell	
147	05.09.25	<p>Nicola came in to give her thanks to LRTC for locking the MUGA at night. She said that she lives oppsite the MUGA and the noise was becoming unbearable throughout the night, however now it is being locked it has</p>		Sam O'Connell	

		made a very big difference. She hopes this will continue.			
148	08.09.25	Dear Lyme Regis Council, have just spent a week staying in a flat on Marine Parade ...this has been most enjoyable.We are so impressed with the daily cleaning routine ,the cleaners who come first thing in the morning need particular praise, the attention to detail is so good , not a speck of rubbish anywhere.		Sam O'Connell	
149	05.09.25	Thank you so much for your brilliant toilets that are accessible to all. My daughter is trans & this means a huge amount		Sam O'Connell	