



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 25 February 2026** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
20.02.26

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 12 November 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 12 November 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. Proposal to Repurpose Sunbeam as a Floral Display in Langmoor Gardens

To present a proposal raised by local fisherman Harry May, via correspondence from Rob James, for the donation and repurposing of the decommissioned fishing boat *Sunbeam* as a planted feature within Langmoor Gardens, and to seek member views on whether to explore the idea further

10. Cadet Hut Demolition

To provide an update on the demolition assessment of the former cadet hut, present the costings now received from three contractors, and seek direction on securing the site and establishing safe, temporary storage solutions pending future decisions regarding long-term use

11. No Dogs on the Beach Signs

To allow members to consider improving the clarity and visibility of the current 'dogs on the beach' signage and to allow members to review draft designs and proposed locations for updated signage

12. Tesco Delivery Arrangements – Request to Support Changes to Loading Restrictions on Broad Street

To present a request submitted on behalf of Tesco relating to the loading and unloading arrangements outside their Broad Street store, and to seek direction from members on whether the council wishes to support an application to Dorset Council for changes to the current Traffic Regulation Order (TRO)

13. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 6 November 2025 and 20 February 2026

14. Exempt Business

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 NOVEMBER 2025

Present

Chairman: Cllr M. Ellis

Members: Cllr G. Caddy, Cllr P. Evans, Cllr N. Hampton-Rumbold, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers

Officers: A. Mullins (assistant town clerk), S. O'Connell (operations manager)

25/39/TMH Public Forum

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

25/40/TMH Apologies

Cllr S. Cockerell – holiday
Cllr C. Aldridge – personal commitment
Cllr D. Holland
Cllr C. Reynolds – illness
Cllr A. Wood – previous commitment

25/41/TMH Minutes

Proposed by Cllr P. Evans and seconded by Cllr S. Larcombe, the minutes of the previous meeting held on 24 September 2025 were **ADOPTED**.

25/42/TMH Disclosable Pecuniary Interests

There were none.

25/43/TMH Dispensations

There were none.

25/44/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 24 September 2025

Members noted the report.

25/45/TMH Update Report**The Three Cups**

A member asked if officers could continue to put pressure on Palmers Brewery for an update on the building. It was agreed any updates would be provided in the members' briefing.

Accreted Land at Monmouth Beach

Members expressed their frustration that this matter remained unresolved and said the amount of staff time trying to resolve it was unacceptable.

Dorset and Somerset Air Ambulance Clothing Banks

The operations manager said there were three possible locations at Anning Road Playing Field and the council would make the decision on the final location. If it was later found to be unacceptable after installation, it could be moved.

Terrace Café outside seating and licensing requests

Although a verbal update was to be provided to the meeting, there was nothing to report.

A member was concerned the gazebo was already in place without consultation with the delegated members or this committee.

It was agreed the deputy town clerk would provide an update in the members' briefing.

25/46/TMH Town Management and Highways Committee – Objectives

Members noted the report.

25/47/TMH Summer 2025 Operational Review

The operations manager said the report outlined his current views and potential thoughts for the future, but this could change after being in post for a year.

It was noted officers were reviewing the council's whole cleaning function, with the view to bringing the service in-house, but this was dependent on discussions with Dorset Council regarding the transfer of assets and services.

Members noted the operations manager's strategic reflections and agreed they could be brought forward at a future date.

The operations manager said the next step would be for the management team to discuss this and to bring forward any proposals to members.

25/48/TMH Monitoring of Ground Markers at Monmouth Beach

Members noted the report.

25/49/TMH Complaints, Incidents and Compliments

Members noted the report.

25/50/TMH Park and Ride Outturn 2025

Proposed by Cllr M. Ellis and seconded by Cllr S. 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.

25/51/TMH Exempt Business

Cllr G. Stammers arrived at 7.27pm.

a) Park and Ride Outturn 2025

Members noted the increased operating loss in 2025 and how the pay to ride model was potentially impacting on this. Members discussed the suggestion to switch to a pay to park model and were supportive, in principle. Members encouraged the deputy town clerk to pursue this.

Members noted that a further report would be brought to members to agree the arrangements for the 2026 park and ride service.

The meeting closed at 7.39pm.

DRAFT

Committee: Town Management and Highways

Date: 25 February 2026

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 12 November 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

25/45/TMH – Update Report

The Three Cups

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

Accreted Land at Monmouth Beach

Although all outstanding Heads of Terms were agreed some time ago, the lease remains with respective solicitors and is incomplete, despite regular pressure to bring the matter to a conclusion. A further travelling draft of the lease has now been received by this council's solicitor, but an agreed plan is still awaited. Any further update will be provided verbally at the meeting.

25/50/TMH – Park and Ride Outturn 2025

A report was considered by the Full Council on 11 February 2026 and the arrangements for the 2026 park and ride service were agreed.

Mark Green
Deputy town clerk
February 2026

Committee: Town Management and Highways

Date: 25 February 2026

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Dorset and Somerset Air Ambulance Clothing Banks

The scheduled site meeting took place on 12 November 2025 with the representative from Dorset and Somerset Air Ambulance. Following the assessment, an agreement has been signed for the installation of one clothing bank at Anning Road Playing Field. There is no cost to the council for participation or installation.

The location we have opted for is on the path near the main Anning Road gate, next to the National Grid substation compound. It will be delivered in the next few weeks.



Cleaning Provisions

Progress on the proposed asset transfer from Dorset Council remains stalled, and it is now expected that any agreement or transfer will be delayed by at least 12 months. This extended timeframe does not provide sufficient scope to recruit staff, secure resources or undertake the planning work required to integrate new assets in a way that offsets costs or meets operational demands.

At present, cleaning services are delivered by two external contractors. Dorset Cleaning Services continue to cover Marine Parade and the Candles on the Cobb Pavilion toilets under a temporary rolling contract. Although this contract was originally due to end on 1 October 2025, it has been extended to 31 March 2026 to ensure continuity while discussions with Dorset Council remain unresolved.

B Cleaning Services, who previously covered the council offices, Guildhall, amenities hut, Monmouth Beach store, Cemetery Lodge and Lyme Link internal space, have ceased their services with the council. Three quotations were obtained to replace this element of the work, with submissions from Dorset Cleaning Services, Pristine Deep Cleaning Company and Archway Cleaning Services.

Pristine Deep Cleaning Company, based in Seaton, offered the best value and service provision and have been appointed on a temporary contract commencing the week of 23 February 2026 until 31 March 2026, with the option to extend.

With the ongoing uncertainty around the Dorset Council asset transfer, the council will now need to consider procuring a one-year cleaning contract covering all existing council assets from 1 April 2026. This approach would secure stable, continuous service provision and avoid reliance on temporary arrangements, which are more costly and not sustainable in the long term.

Considering continued delays and limited progress on the asset transfer, it is considered more practical at this stage to step away from the transfer process and instead focus on securing a reliable, cost-effective cleaning service for the council's existing assets.

Lyme Link Messaging Service

During the Lyme Link review, drivers and passenger assistants expressed support for creating a text message alert group to improve communication with regular passengers, and this need was highlighted again over Christmas when a passenger posted on Facebook that the bus had not arrived, despite many of the service's older users not using Facebook but having simple mobile phones capable of receiving text messages. A text-based system would allow quick communication whenever the bus is delayed, unavailable or affected by operational issues, and this was also raised by Cllr Wood, who suggested it be taken forward.

A review of messaging platforms has now been completed, and officers have identified Mailchimp as the most suitable option for delivering group text notifications to passengers. However, a dedicated Privacy Policy will need to be drafted and approved before the system can be activated, setting out how passenger phone numbers will be collected, stored and used. A draft policy will be taken to the Strategy and Finance Committee for approval. Once this is in place, officers will be able to begin enrolling passengers, configuring the system and preparing operational procedures, including testing and a simple sign-up process ahead of launch.

Perimeter wall – Churchyard

As set out in the objectives report elsewhere on this agenda, the anticipated timescale for undertaking the repairs has slipped again to spring/summer 2026. The possibility of this occurring was highlighted in the update report to the September and November 2025 meetings and is as a result of continuing complications with the work required to obtain Listed Building Consent, the need to obtain a faculty from the Diocesan Registrar, potential issues involving The Party Wall Act and the need to dig trial holes in neighbouring property to better establish ground conditions given the differences in levels of adjacent ownerships.

The total budget for this work is £60k and it may be that the scope of works will have to be limited to remain within that budget. It had been hoped to repair a more extensive length of wall than just the collapsed section. That may not prove affordable within the approved budget.

The need for further repairs and maintenance in the future will be highlighted in the forthcoming asset plan. As some members will be aware, the town council is responsible for this wall solely because the adjacent churchyard has been 'closed'. In such circumstances, the local authority becomes responsible for the maintenance of both the churchyard and 'all boundary structures'.

Since the last meeting of this committee, an interim faculty application has been submitted and approved by the Diocesan Registrar following the support of the local PCC.

Trial holes and other preparatory work will now be undertaken as soon as possible, after which a full faculty application will be submitted.

MUGA

New goalposts have now been installed and residents in Lym Close have been consulted about the possible installation of additional netting along that boundary of the pitch. The response rate from residents has been poor and divided (two for and two against out of a total of 23 consulted). On this basis and because of some uncertainty about the future use of the football pitch, the intention is not to pursue the installation of additional netting, at least for the time being.

20mph Speed Limit Proposals

The public consultation period ended on 7 November 2025 and Dorset Council considered the outcome of the consultation process at an internal meeting on 18 December 2025.

That meeting concluded that all of the advertised schemes, including Lyme Regis, should be implemented and detailed scheme designs are now in the process of being undertaken.

The stated intention is that the various schemes should all be implemented in spring 2026. Dorset Council has indicated there is sufficient funding in its relevant budget for any schemes to be implemented at no cost to the local council. The precise timing of the introduction of the limit in Lyme is not certain but it is understood to be imminent.

Woodmead Car Park Drainage Works

As previously reported, 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. To date, there has been no response.

Day Hut Site at Monmouth Beach and new Beach Huts on Cart Road

The three huts have been marketed and two sold. Although it appeared the third hut on Cart Road had also been sold, the sale fell through very late in the process. It has now been offered to the next underbidder who has confirmed their intention to proceed. The total net receipt to the council remains approximately £155k after accounting for hut and marketing costs, plus an additional site income of about £2k pa.

Land Stabilisation Monitoring at Monmouth Beach

Monitoring has taken place and was the subject of a report to the November 2025 meeting of this committee.

There have been some very recent but relatively minor cliff falls at the western end of Monmouth Beach, well beyond the westernmost day hut. The situation is being monitored regularly and geotechnical engineer Peter Chapman has also visited site to assess the situation.

Although very minor movement is ongoing and steps have been taken to sign the risks on site, to publicise the risks, to warn the public to stay away from the base of the cliffs and not to look for fossils in the recently slipped material, the beach remains 'open' for public enjoyment. It is not anticipated this situation will change, but any developments will be informed through briefing.

There has been greater movement in the area above 'Top Road' at Ware Cliff. The outside team have carried out major works to assist with drainage and silt clearance and their efforts have undoubtedly minimised what might otherwise have been a much more major incident. In the meantime, land movement in the area above 'Crows Nest' is being monitored and a meeting has been arranged in early March with both National Trust and Natural England. Peter Chapman will also be present. The movement in this area is of some concern and is being closely monitored.

Stage V works

The emergency repairs to the Cobb appear to be providing the intended temporary protection.

Dorset Council's engineer made a presentation to the Harbour Consultative Group meeting on 5 February 2026, at which he outlined some potential changes to the planned works which he felt might be a more cost-effective solution to the long-term stability of the structure. He emphasised these ideas required further discussion with other internal and external partners.

He also outlined the intended processes and timescales for the planned beach and other works.

Significant Fossil at Monmouth Beach

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

The dig work to recover 'missing' parts of the fossil remains incomplete and a request for a further extension to the consent has been received. The intention is to grant a further consent valid from 1 March 2026. Any verbal update will be provided at the meeting.

Chalet Site at 18 Monmouth Beach

As previously reported, 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, although the extent and nature of the challenge suggests this may change. If so, a full report will be brought back to the relevant committee.

Footpath Repairs in Lister and Langmoor Gardens

As agreed by Full Council on 10 September 2025, the work to repair footpaths in Lister and Langmoor Gardens was awarded to Hansford Construction Ltd.

Following a pre-commencement meeting on site on 27 October 2025, work commenced on 17 November 2025 and will continue until March 2026. The work is being undertaken in phases to minimise disruption to the public. It is necessary to close a section of Stile Lane for up to eight weeks and diversion signs and an alternative route are in place. Publicity regarding this unavoidable closure has been provided, and although some adverse comments have been received, these have been small in number.

Some minor changes in specification have been agreed in some areas. These have largely arisen from 'in ground' issues coming to light as work has progressed. These changes have resulted in a minor overall cost increase, although still within the approved budget of £185k.

Joint works to the Lynch

Members have previously received reports and updates relating to the condition of the Lynch and to the possibility of providing some form of 'edge protection'.

Although the latter option was discounted some time ago, wider concerns about the general condition of the structure and, especially, the impact of vegetation growing in the riverside wall have remained.

The joint meeting mentioned in the last update took place on 20 January 2026 as intended. The meeting was attended by SWW, The Environment Agency, Dorset Council, this council and the Town Mill Trust. The meeting focused on riparian responsibilities for bank and river structures and about actual ownerships, including The Lynch.

At this point, it would appear that this council's ownership responsibilities are limited to the area of Lepers Well. Dorset Council has made £5k available for works to The Lynch on an entirely without prejudice basis but have made it clear they do not wish to lead any project to carry out remedial works. This council has similarly budgeted £7k but there is reluctance on the part of officers to take the lead on works to a structure for which this council clearly has no legal responsibility. Discussions are ongoing.

Disposal of former council offices

A detailed report was taken to Full Council on 11 February 2026. Since then, three other expressions of interest have been received, and officers are in discussions with Alder King about how best to proceed. The disposal will be progressed in accordance with the authority delegated by Full Council.

Park and Ride 2026

A full report was taken to Full Council on 11 February 2026. The usual temporary signage has since been procured via the AA and discussions are ongoing with First. The landowner is finalising the new access and egress arrangements on site. As discussed at Full Council, officers are carrying out a more detailed appraisal of the cost benefit of reducing the period of operation.

Strawberry Fields

A further meeting will take place with the landowner in early March. In the meantime, a full ground screening report has been obtained which identifies very few areas of concern affecting the site.

The next public stage of the local plan process is a further round of consultation in August 2026. After that, remaining sites will be taken forward to the examination stage in early 2027.

Works to the Guildhall

Tenders have been sought from four contractors for the planned repairs to the roadside window closest to the former offices. The return date is 27 February 2026. The scope of works has been extended to include repairs to the wooden pillars either side of the entrance to the ground floor shop.

Bell Cliff Steps

A detailed survey of the steps and surrounding area has now been undertaken and a specification of works will be drawn up shortly prior to prices being obtained from suitable contractors.

The precise highway status of the area is also being clarified by Dorset Council.

Mark Green
Deputy town clerk
February 2026

Sam O'Connell
Operations manager

Committee: Town Management and Highways

Date: 25 February 2026

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 1 April 2026.

John Wright
Town clerk
February 2026

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.</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 move 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>Preparatory work ongoing. More detailed report in updates, elsewhere on this agenda.</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> <p>Works to commence on 17 November and continue, in phases, until early March '26 - report in updates, elsewhere on this agenda.</p> <p>Works underway and on programme. More detailed report in updates elsewhere on this agenda.</p>
Complete the installation of CCTV cameras and secure a link to Dorset Council's control centre	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> <p>Pole installed at skatepark. Next step is to link the connection into the master system to transmit back to Dorset Council. We are</p>

					<p>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> <p>Final work to complete transmission to control centre underway. All cameras operational and images accessible locally.</p> <p>Final work to complete transmission to control centre is ongoing. There have been some issues of power supply to some cameras but these are being resolved.</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> <p>Council's submission to Local Plan consultation submitted on 12 March. Freehold owner of Strawberry Fields notified and sent copy of that response, and meeting arranged with him for early December. Owner of park and ride site also notified of council's response and council has been sent copy of their representations also. Next round of public consultation scheduled for August 2026. More detailed report about next steps for this council to be taken to members early in new year.</p> <p>Site assessment report received and further meeting arranged with landowner for early March. Preliminary discussions about land valuation and marketing strategy commenced.</p>
Undertake repairs to the Guildhall window and passageway	100	MG	TMH	November '25 Winter '26	<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</p>

					<p>qualified contractors.</p> <p>Prices being sought for window works. Works can be undertaken without need for road closure. Precise timing of works to be scheduled once contractor appointed following receipt of tenders on 27 February.</p> <p>Problems identified with window in Mayor's Parlour. Emergency repairs may be required.</p>
Undertake repairs to Bell Cliff steps and railings	25	MG	TMH	<p>November '25</p> <p>March '26</p> <p>TBC</p>	<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> <p>Scope of works agreed and prices being sought. Scope limited to treads and risers and underpinnings, plus handrails. Agreement to keep engineering blocks in centre of treads after establishing this has been a feature of the steps for at least 100 years. Precise timing of works still to be determined and dependant on receipt of LBC and contractor availability.</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>Handrail Replacement Project – Update Handrails have now been successfully replaced at Monmouth Beach Chalet Park and near the Somers statue.</p> <p>The final phase of the project is scheduled for completion in the 2026–27 budget year, focusing on replacing the remaining section of railings at the lower end of Stile Lane.</p> <p>Please note that this timeline may be subject to change, as there is a potential budget overspend to accommodate the new Stile Lane path project. Further updates will be provided in due course.</p>
Purchase a cement mixer	1	SO	TMH	May '25	Purchased April 2025 and in use.
Dispose of the council's	10	MG	TMH	December '25	Particulars nearing completion. Target date for return of best offers

Church Street office				(N.B. this is for receipt of offers. The legal exchange and completion process will take considerably longer and will depend on the conditionality of offers) February '26	is 20 October 2025, to enable offers to be considered on 29 October 2025. Particulars complete and marketing commenced. End date for return of tenders 31 January 2026. Report to Full Council on 11 February 2026. No offers received by 31 January 2026, but further disposal strategy delegated to town clerk in consultation with others and three new expressions of interest received.
Undertake a feasibility study for the cadet hut site	4	MG	TMH	December '25 January '26 TBC for next stages of work including options appraisal for site use	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. Survey undertaken and boreholes completed, awaiting test results. Prices still being obtained for building demolition. Discussions with SWW ongoing. Prices obtained and report elsewhere on this agenda.
Undertake joint works to The Lynch with Dorset Council	7	MG	TMH	March '26	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. 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. See more detailed report in updates section on this agenda. Need to establish longer-term management and maintenance responsibilities and meeting to be arranged. Dorset Council has offered £5k contribution to any works but unwilling to lead the process.

					Update provided elsewhere on the agenda.
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	Included as part of the overall specification for the office move to St Michael's Business Centre. Safe installed in new offices and in use.
Purchase a ride on mower	15	SO	TMH	April '26	Following the recent trials, a new Iseki TXGS24 Compact Tractor have been purchased. After reviewing all options, the biodiesel model proved to be the most cost-effective choice while fully meeting the specification required for our grounds work. This new machine will significantly improve the quality and consistency of cutting across the playing field, gardens, and all other LRTC-maintained grassed areas. Key benefits include: brand-new unit, purchased with a front loader, registered for road use, giving us greater flexibility across sites, compatible with a range of future attachments at the rear, such as a large sweeper, digger attachment, and other implements as needed. This investment will support better maintenance, greater efficiency, and improved standards across our outdoor spaces. This is now in use by the external works team
Undertake initiatives identified by travel and transport working group	10	MG	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 December '25	The beach huts have been ordered and are expected to arrive by the end of September 2025. Sales completed- see more detailed update elsewhere on this agenda.
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	<p>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.</p> <p>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.</p> <p>Working solution in place with no recent failures. Situation subject to ongoing monitoring.</p>
Build a multi-use games area in Anning Road playing field	150	MG/AK M	TMH	July 2025	<p>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.</p> <p>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.</p>
Determine the use of the trailer park and accreted land	N/A	MG	TMH	June 2025 TBC	Lease not yet finalised but all HOTs agreed in October 2024. Dorset Council being chased for further progress. Debt recovery process started.
Replace store room doors at shelters	5	PW	TMH	April 2025	<p>Carried over from 2024-25.</p> <p>Store room doors have been installed.</p>

Committee: Town Management and Highways

Date: 25 February 2026

Title: Proposal to Repurpose Sunbeam as a Floral Display in Langmoor Gardens

Purpose of Report

To present a proposal raised by local fisherman Harry May, via correspondence from Rob James, for the donation and repurposing of the decommissioned fishing boat *Sunbeam* as a planted feature within Langmoor Gardens, and to seek member views on whether to explore the idea further

Recommendation

Members consider the proposal for *Sunbeam* to be donated and repurposed as a floral display within Langmoor Gardens.

Background

1. A request has been received from Rob James on behalf of local fisherman Harry May, whose historic timber fishing boat *Sunbeam* has recently been decommissioned and is no longer seaworthy. Harry has expressed a strong wish for the vessel to remain in Lyme Regis rather than be disposed of elsewhere.
2. Harry May has offered to donate the boat free of charge to the council, with the suggestion that it be repurposed as a decorative planted feature in Langmoor Gardens overlooking the Cobb. This concept was also raised with Cllr Caddy, who spoke with Harry directly and has relayed his enthusiasm for sharing the vessel's history with the public.
3. *Sunbeam* is believed to have been the oldest timber tripping boat still operating in the UK, built in 1961 by Harry Lavis of Exmouth for Victor Homyer, a former mayor of Lyme Regis. It later came into the ownership of Ian Gillan (Deep Purple) before being acquired by Harry May, who has operated it for around 15 years and taken thousands of residents and visitors on fishing trips.
4. A possible location suggested in early correspondence is the area used for the Downton Abbey elephant sculpture during the Weldmar Hospicecare trail, which has good visibility and a direct visual connection to the harbour. Initial engagement between officers and external works staff indicates many challenges with the logistics, the footprint and long-term maintenance.

Report

5. The proposal presents a potential opportunity to create a unique heritage feature within Langmoor Gardens at minimal capital cost, while enhancing the cultural character of the gardens and celebrating a recognisable element of the town's maritime history. However, it is a significant size that needs many considerations.
6. Officers note that further work/review would be required before any decision to accept the donation could be made, including:
 - An assessment of the structural condition of the boat and any repairs required before installation and the logistics to move it into the gardens.
 - Consideration of ongoing maintenance responsibilities, including repainting, planting cycles and long-term preservation.

- A review of potential siting options, access constraints and visual impact.
 - Consultation with the gardening team and external works staff on practical implications.
 - Ensuring any installation complies with health and safety requirements and does not impede public access or visibility in the gardens.
7. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

Sam O'Connell
Operations manager
February 2026

Committee: Town Management and Highways

Date: 25 February 2026

Title: Cadet Hut Demolition

Purpose of Report

To provide an update on the demolition assessment of the former cadet hut, present the costings now received from three contractors, and seek direction on securing the site and establishing safe, temporary storage solutions pending future decisions regarding long-term use

Recommendation

Members agree, in principle, to proceed with demolishing the unsafe cadet hut and authorise officers to obtain quotations for resecuring the boundary fence and installing suitable secure storage for the external works team's vehicles and equipment

Background

1. In July 2025, the cadet hut was closed and identified as unsafe due to signs of subsidence and the presence of significant levels of asbestos within the building, prompting a review of demolition options and subsequent site management.
2. Staff are no longer using the building as a rest/work area and no equipment is being stored there. The beach store, amenities hut and cemetery lodge are in use for these purposes.
3. Ground investigation testing has now been completed and confirmed that the underlying ground conditions are stable. Three quotations have since been received for full demolition and removal of all materials, including asbestos.

Report

4. Three quotations have been received for full demolition and removal of all materials, including asbestos, from the following contractors:
 - Bagwells Ltd – £12,714 + VAT
 - Hansford Construction Ltd – £13,300 + VAT
 - Rightway Environmental Southwest Ltd – £18,950 + VAT
5. These quotations provide a clear and sufficient basis for assessing the overall cost and scope of the demolition works.
6. Bagwells was the contractor for the office works and the beach store and delivered both projects on time and to a good specification. As they have also provided the lowest quote, officers would recommend appointing Bagwells.
7. The boundary fencing will require reinstatement and securing to prevent unauthorised access and to maintain site safety while demolition and post-demolition work progresses.
8. Once demolition and removal of all waste materials have been completed, the next stage would be to assess the ground beneath the former building footprint.
9. This assessment will confirm whether any ground stabilisation works are required and will directly inform and constrain the next steps for the site, including future usage, construction feasibility, and the suitability of any longer-term development options.

10. Quotations will now need to be obtained to establish the cost of reinstating the site security fencing and to enable the required assessment of the ground conditions beneath the cadet hut footprint following demolition.
11. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

Sam O'Connell
Operations manager
February 2026

Committee: Town Management and Highways

Date: 25 February 2026

Title: No Dogs on the Beach Signs

Purpose of Report

To allow members to consider improving the clarity and visibility of the current 'dogs on the beach' signage and to allow members to review draft designs and proposed locations for updated signage

Recommendation

- a) Members consider whether to improve the clarity and visibility of the current 'dogs on the beach' signage
- b) Members review the draft signage design and proposed locations and consider whether officers should seek quotes

Background

- 1. Several members have previously raised concerns regarding the clarity and effectiveness of the existing 'No Dogs on the Beach' signage.
- 2. This current signage is managed by Dorset Council and is in line with the Public Space Protection Orders (PSPO). However, the signage has been identified as difficult for visitors to interpret, leading to continued misunderstandings and issues with compliance during the restricted season.

Report

- 3. A review of existing signage shows that wording, design consistency and visibility are insufficient, particularly during peak visitor periods when clear messaging is essential.
- 4. Cllr A. Wood has prepared a mock-up sign providing clearer wording and improved layout, **appendix 11A**.
- 5. Suggested installation locations have also been included within the mock-up design to ensure appropriate coverage across the key access points along the seafront.
- 6. Improved signage is expected to reduce confusion, support enforcement activity and provide a more consistent and professional appearance across the seafront.
- 7. If action is not taken before the 2026 season, similar issues experienced in previous years will likely continue, including visitor complaints and unintentional breaches of dog restrictions.
- 8. Quotes would need to be obtained for durable, weather-resistant materials suitable for seafront conditions. There is no budget allocation in 2026-27 for additional signs but it is anticipated this level of expenditure could be contained within the operations budget.
- 9. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

Sam O'Connell
Operations manager
February 2026





LYME REGIS
ANTIQUES
& CRAFT
CENTRE
TEL: 01297 445053


**No Dogs
on this Beach**

1st May-30th Sept

Committee: Town Management and Highways

Date: 25 February 2026

Title: Tesco Delivery Arrangements – Request to Support Changes to Loading Restrictions on Broad Street

Purpose of Report

To present a request submitted on behalf of Tesco relating to the loading and unloading arrangements outside their Broad Street store, and to seek direction from members on whether the council wishes to support an application to Dorset Council for changes to the current Traffic Regulation Order (TRO)

Recommendation

Members consider whether to support an application to Dorset Council for changes to the current Traffic Regulation Order relating to the loading and unloading arrangements outside the Tesco store in Broad Street

Background

1. A request has been received from Tesco's appointed agent, TPA, regarding the current loading restrictions outside the Tesco store on Broad Street. Tesco report that their delivery vehicles have recently received increased penalty notices due to stopping within a short section of carriageway subject to loading restrictions.
2. TPA (Transport Planning Associates) are a national transport-planning consultancy acting for Tesco on this matter, providing the technical work required for any TRO amendment.
3. There is a short length of permitted loading between the bus stop and the no-loading zone immediately uphill from the store. Tesco state that the available space is shorter than their smallest delivery vehicle, resulting in encroachment into the restricted area during deliveries.
4. TPA advise that Dorset Council enforcement officers have suggested that a designated loading bay may provide clarity and reduce future infringements. They have carried out an initial review of the TRO and confirmed that Dorset Council requires such requests to be submitted via the town council or the local Dorset ward members, rather than by private individuals or companies.
5. Tesco have indicated they would be willing to cover any reasonable costs associated with pursuing amendments to the TRO and can supply both existing and proposed layout plans if requested.

Report

6. Officers note that this section of Broad Street forms part of the wider Lyme Regis transport strategy currently under review. Any changes to loading restrictions should therefore be assessed in the context of this broader work.
7. While extending the permitted loading length may address Tesco's operational concern, loading in this area is time-limited, and these limits apply equally to all businesses and delivery operators. Officers have observed that Tesco and other companies do not always adhere to these restrictions, contributing to congestion on Broad Street during peak periods.

8. Relaxing restrictions may create an expectation that larger vehicles can unload outside permitted hours, which could exacerbate obstruction and traffic flow issues. Time-limited delivery windows are standard practice in constrained town centres, and logistics operators elsewhere routinely adjust delivery schedules accordingly.
9. Should the council take on any additional civil parking enforcement responsibilities in the future, officers highlight that managing compliance with any amended loading arrangements would fall to the town council.
10. Tesco have confirmed they can provide technical documentation and meet reasonable costs associated with any application.
11. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

Sam O'Connell
Operations manager
February 2026

Complaints and Incidents Summary – 6 November 2025 to 20 February 2026

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
225	17.11.25	Paper Bird - offensive items placed in the store window. Including swear words and crude language. Previously asked to remove these from display, so people and young children cannot see them from the street, owner not co-operative.	Paper Bird	17.11.25	EnquiriEs team	added to complaints s/s for members to note

Complaints and incidents dealt with by Dorset Council

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

No.	Date	Compliment	Where?	Item reported to:	Any further information
154		I have just received the November edition of the Lyme Living Magazine And would like to congratulate the production team on this latest edition. It is excellent! Thank you and Well Done. It contains a wealth of local information which is so useful ,especially coming up to the Christmas Season. It is a lovely way of bringing the town together. Your		Adrienne Mullins/ Cara Austin	added to compliments s/s for members to note

		efforts are much appreciated .			
155		<p>A big thank you to the lady who took my call today and the two gentleman who retrieved my wheelbarrow from the Lym today. It was a very speedy response.</p> <p>I had only left my wheelbarrow at the bottom of Sherborne Lane whilst I collected my car from Woodmead's to offload some logs. Must have only been five minutes and on return found the wheelbarrow missing and it in the Lym. River flowing far to fast and deep for me to retrieve it.</p>		Sam O'Connell / Anne-Marie Shepherd	added to compliments s/s for members to note
156		<p>So I am delighted to see that through the always-excellent Lyme Living [including the most recent edition, thank you] you are re-establishing Lyme's rightful place as the premier place to be in West Dorset; as I have said before, your magazine is a fabulous promotion for my home town. You have upped Lyme; indeed, you have polished the Pearl, well done.</p>		Adrienne Mullins/ Cara Austin	added to compliments s/s for members to note
157		<p>I LOVE Lyme Living magazine. It's such a treat to get a copy. It's so informative and the layout is very attractive. I save it to read with a cup of tea and (sometimes!) a slice of Town Mill Bakery carrot cake. Thank you for producing such a high quality publication.</p>		Adrienne Mullins/ Cara Austin	added to compliments s/s for members to note