



John Wright  
Town Clerk

## Lyme Regis Town Council

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

Tel: 01297 445175  
Fax: 01297 443773

email: [enquiries@lymeregistowncouncil.gov.uk](mailto:enquiries@lymeregistowncouncil.gov.uk)

### 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 17 June 2026** commencing **on the rise of the extraordinary Full Council** when the following business is proposed to be transacted:

John Wright  
Town Clerk  
12.06.26

*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. Apologies

To receive and record any apologies and reasons for absence

#### 2. Minutes

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 25 February 2026 (attached)

### **3. 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.

### **4. Dispensations**

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

### **5. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 25 February 2026**

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

### **6. Update Report**

To inform members about progress on significant works and issues

### **7. Town Management and Highways Committee – Objectives**

To allow members to review progress of the committee's 2025-26 objectives and to confirm the committee's 2026-27 objectives

### **8. Dorset Council Dog-Related Public Space Protection Order – Consultation**

To inform members of the Dorset Council consultation on the Dog-Related Public Spaces Protection Order (PSPO), as highlighted in a recent Dorset Council update, and to consider whether the town council should submit a response

### **9. Travel and Transport Working Group**

To invite members to review and discuss the current position of the Travel and Transport Working Group, noting that meetings have not been taking place, and to consider its future

### **10. Candles on the Cobb Pavilion Toilets – Operations and Anti-Social Behaviour**

To update members on operational issues relating to the Candles on the Cobb Pavilion public toilets, including recent closures, anti-social behaviour (ASB), vandalism, and to outline actions being taken to maintain the facility

### **11. Community Mural Proposal – Marine Parade Shelters**

To inform members of a proposal for a community mural project within the Marine Parade Shelters

### **12. Boundary Issues at 50 King's Way**

To inform members about an ongoing boundary issue at 50 King's Way and to seek instructions from members about how best to proceed

**13. Community Emergency Response Plans (CERPs) – Survey**

To inform members of a Dorset Council and DAPTC survey regarding Community Emergency Response Plans (CERPs)

**14. Lyme Regis Beach Management Plan**

To inform members about an update of the Lyme Regis Beach Management Plan being undertaken by Dorset Council

**15. Multi-Use Games Area (MUGA) – Access, Security and Anti-Social Behaviour**

To provide an update to members on concerns relating to the multi-use games area (MUGA), including ongoing issues of anti-social behaviour (ASB), and to outline the associated risks and mitigation measures currently being progressed

**16. Cleaning Services Contract (LRTC/CLS/2026–2027) – Procurement Outcome**

To inform members of the outcome of the procurement process for the cleaning services contract and to confirm the appointment of the successful contractor, contract value, service scope, and mobilisation arrangements

**17. Complaints, Incidents and Compliments**

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

**18. Exempt Business**

## LYME REGIS TOWN COUNCIL

## TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

## MINUTES OF THE MEETING HELD ON WEDNESDAY 25 FEBRUARY 2026

**Present**

**Chairman:** Cllr M. Ellis

**Members:** Cllr C. Aldridge, Cllr S. Cockerell, Cllr P. Evans, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr S. Larcombe, Cllr C. Reynolds, Cllr G. Stammers, Cllr A. Wood

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

**25/52/TMH Public Forum****N. Ball**

N. Ball raised the issue of dog bag dispensers. There had been no bags available in the dispensers since the autumn and if they were not going to be used, they should be taken down because they were getting rusty.

*Cllr G. Stammers arrived at 7.01pm.*

N. Ball said he looked forward to positive feedback to the offer of having the Sunbeam boat in the gardens. He also commented on the cemetery noticeboard, which was in a poor state because it could do with some maintenance on the outside but the information inside was also out-of-date. He said there were a lot of weeds in the Jane Austen Garden and on the steps next to SWiM, as well as brambles in the beds to the left of the cherry tree walk. N. Ball said he had still not been provided with figures for Party in the Park and under Freedom of Information, he would like to know this. He said Dorset Cleaning Services were doing a good job of the Marine Parade toilets, but the silicone around the basins needed some attention. He said the proposed dog signs on the seafront were a good idea. He also asked how much the council had to refund traders for overcharged seating arrangements because this might affect the council's balance sheet.

**25/53/TMH Apologies**

Cllr G. Caddy – personal commitment  
Cllr P. May – holiday

**25/54/TMH Minutes**

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, the minutes of the previous meeting held on 12 November 2025 were **ADOPTED**.

**25/55/TMH Disclosable Pecuniary Interests**

Cllr G. Stammers declared a pecuniary interest in signs on the A35 related to the park and ride.

**25/56/TMH Dispensations**

There were none.

**25/57/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 24 September 2025**

**The Three Cups**

The operations manager said officers had tried again to get an update but nothing had been forthcoming and they would continue to pursue this.

**25/58/TMH Update Report**

**Dorset and Somerset Air Ambulance Clothing Banks**

The operations manager confirmed that if the clothing bank created an obstruction when it was in place, it would be moved.

**MUGA**

It was noted some Lym Close residents had not received the consultation letter about the possibility of additional netting on that boundary of the football pitch and suggested this could be re-visited at some point.

It was noted the junior football teams were playing at other venues for this season but would hopefully be back at Anning Road next season, so netting was not required immediately.

**20mph Speed Limit Proposals**

A member asked if the town council would be consulted or involved in discussions before the scheme was implemented.

As the consultation period was over and Dorset Council (DC) had agreed to implement the scheme, it was suggested there would be no further consultation. It was also noted DC intended to implement the scheme by Easter.

**Joint works to the Lynch**

The operations manager said at a meeting of riparian owners, the Environment Agency (EA) agreed it would work with DC and continue to be involved, but discussions would continue with DC.

**Bell Cliff Steps**

A member asked if the town council should be doing this work, given the situation with Marine Parade, which had now been confirmed as a highway.

The operations manager said it was believed this area was not a highway but this needed to be confirmed. In the meantime, the council would continue with the works unless told otherwise.

**25/59/TMH Town Management and Highways Committee – Objectives**

Members noted the report.

## 25/60/TMH Proposal to Repurpose Sunbeam as a Floral Display in Langmoor Gardens

Members were generally in support of repurposing Sunbeam as a floral display but were concerned about the maintenance it would require as the boat was made of wood and would rot.

The operations manager shared these concerns and said although it was a fantastic opportunity, the Langmoor Gardens might also not be the best location for it. If members wanted to take up the offer, he would need to go away and consider other suitable locations. He noted it would need to be on substantial hard-standing as it was a large boat, and would require a lot of ground works to make it secure. He added that it would be a cost to the council to establish the floral display and for its ongoing maintenance.

A member suggested it could be displayed in the roof space of the Boat Building Academy (BBA), as it would be under cover but still on display.

Members agreed every effort should be made to try and repurpose the boat, noting the challenges, and asked the operations manager to give further thought to a suitable location and detailed costs. It was also agreed he should speak to the BBA.

## 25/61/TMH Cadet Hut Demolition

The operations manager said once the demolition had taken place, shipping containers could be placed in the area temporarily until it was decided what to do with it in the long-term. The containers would not require planning permission, they were cost-effective and could be moved to another location when it was decided what to do with the site.

A member asked if there was likely to be some opposition from nearby residents to the shipping containers.

The operations manager said the exterior could be cladded to make them less imposing.

It was noted this was one of the areas where South West Water was putting in attenuation tanks, which might stabilise the area.

The operations manager said this was another reason why shipping containers were preferable as they could be removed if that work took place.

As there was asbestos in the building, a member asked if the potential contractors were competent in dealing with this.

The operations manager said an asbestos specialist had been consulted and would come in as a sub-contractor, which was included in the prices given.

Proposed by Cllr M. Ellis and seconded by Cllr D. Holland, members agreed to **RECOMMEND TO FULL COUNCIL** to agree, in principle, to proceed with demolishing the unsafe cadet hut, to appoint Bagwells Ltd to carry out this work, and to authorise officers to obtain quotations for resecuring the boundary fence and installing suitable secure storage for the external works team's vehicles and equipment.

## 25/62/TMH No Dogs on the Beach Signs

Members agreed large 'no dogs on the beach' signs were needed at various locations around Front Beach and on the approaches to the beach, which could be put out during the exclusion period and taken down in the winter.

Cllr A. Wood had produced some mock-ups and suggested locations but clarified that he would not be involved in their production.

The mock-ups included the DC logo and it was noted DC would need to be consulted before the logo was used or it could be removed to avoid this.

Members discussed possible locations for the signs but it was agreed this could be finalised by officers, in consultation with the chairman of this committee and Cllr A. Wood.

Proposed by Cllr S. Larcombe and seconded by Cllr D. Holland, members agreed to **RECOMMEND TO FULL COUNCIL** to improve the clarity and visibility of the current 'dogs on the beach' signage, ask officers to seek quotes for new signs, and to agree the final locations for the signs in consultation with Cllr M. Ellis and Cllr A. Wood.

**25/63/TMH Tesco Delivery Arrangements – Request to Support Changes to Loading Restrictions on Broad Street**

Members felt they didn't have enough details to make a decision on whether to support the request. Their concerns included how the changes would impact disabled parking and whether this would set a precedent if one business was given more flexibility.

It was also noted deliveries should be taking place early in the morning but Tesco deliveries were sometimes taking place later in the day, which would also result in a penalty notice.

Tesco had already indicated it could supply both existing and proposed layout plans so it was agreed officers should request this. Officers should also clarify how many penalty notices had been issued so members could have an idea of the scale of the issue.

It was agreed a further report would be brought to this committee with this information.

**25/64/TMH Complaints, Incidents and Compliments**

Members noted the report.

*The meeting closed at 7.50pm.*

**Committee:** Town Management and Highways

**Date:** 17 June 26

**Title:** Matters arising from the minutes of the Town Management and Highways Committee meeting held on 25 February 2026

**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**

**25/60/TMH – Proposal to Repurpose Sunbeam as a Floral Display in Langmoor Gardens**

Following the previous update, the operations manager has continued engagement with the Boat Building Academy (BBA) and the vessel owner, Harry May, to explore whether any viable options exist for the future of Sunbeam.

Direct contact has now been established between the BBA and the vessel owner, allowing discussions to progress regarding potential restoration or educational use.

The BBA has reiterated that, while there is potential interest in considering the vessel as a project, this remains subject to further information, including confirmation of the boat's condition, practical constraints, available workshop capacity, and how any restoration works might be funded.

It remains the case that no suitable location has been identified on town council-owned land for outdoor placement, due to the vessel's size, structural requirements, and long-term maintenance implications.

The council is therefore not progressing any further direct involvement, and the matter is now being taken forward through discussions between the BBA and Harry May.

**25/61/TMH – Cadet Hut Demolition**

Following the agreement in principle to proceed with the demolition of the former Cadet Hut and to explore options for re-securing the boundary and providing suitable storage, there has been no further progress at this stage.

Officers intend to bring this forward as a project for consideration as part of the 2027-28 budget-setting process. In advance of this, updated quotations will be obtained for both boundary fencing works and potential replacement storage solutions, including the use of containers or alternative adaptable secure storage options.

**25/62/TMH – No Dogs on the Beach Signs**

Six 'No Dogs on the Beach' signs have now been purchased and installed at agreed locations. These are currently being utilised during the exclusion period.



One additional sign will be procured and installed once a further suitable location that has been identified, where it is considered beneficial to improve coverage and visibility.

### **25/63/TMH – Tesco Delivery Arrangements – Request to Support Changes to Loading Restrictions on Broad Street**

Following earlier discussions regarding Tesco's request for changes to loading arrangements on Broad Street, officers sought further information to support member consideration, including layout plans and evidence of penalty notices.

Subsequent engagement with Tesco's transport consultants has confirmed that no further material issues are now being experienced. As a result, Tesco are content to continue operating within the existing loading restrictions, and the previously proposed changes are no longer being pursued at this stage.

No further action is therefore required, and the matter can be considered closed unless circumstances change.

Sam O'Connell  
Operations manager  
June 2026

**Committee:** Town Management and Highways

**Date:** 17 June 2026

**Title:** Update Report

**Purpose of the Report**

To inform members about progress on significant works and issues

**Report**

**Lyme Link Messaging Service**

The text message alert group to improve communication with regular passengers is now being rolled out. The bus volunteers are asking passengers to provide their phone numbers and give their consent to receive messages.

**Perimeter wall – Churchyard**

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 have also now been undertaken and a further geotechnical survey has been arranged to inform the design of foundations, after which a full faculty application will be submitted.

**20mph Speed Limit Proposals**

Implementation of the scheme is underway, with signage already installed in many locations. A final 'go live' date is awaited and will be reported verbally if available by the time of the meeting.

**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.

**Land Stabilisation Monitoring at Monmouth Beach**

There has been further movement in the area above 'Top Road' at Ware Cliff. Land movement in the area above 'Crows Nest' is being monitored and movement in this area is of some concern and is being closely monitored. Discussions are ongoing with the National Trust about drainage from their 'reservoir' land which may be contributing to the problems and it may be that further investigative work is required. Legal advice is also being sought about responsibilities and potential liabilities.

The outside team carried out major works over the late winter period to assist with drainage and silt clearance and their efforts have undoubtedly minimised what might otherwise have been a much more major incident. However, these works have reduced available parking on 'Top Road' and this is starting to cause problems as the site gets busier. Solutions are being considered.

**Stage V works**

At the last meeting of the Harbour Consultative Group on 14 May 2026, it was confirmed the Harbour Revision Order (HRO) was now in force.

In addition, Dorset Council's engineer confirmed that the funding gap had now been secured (as a result of Dorset Council's commitment of £6.2m of CIL funding). While the design has not yet been finalised, there was confidence that it could be delivered within budget, based on the previous proposal.

No firm timescales are available at this stage. Further updates will be provided in due course.

### **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 further consent has been granted, valid from 1 March 2026 until December 2026.

### **Chalet Site at 18 Monmouth Beach**

As previously reported, the legal challenge to the council's repossession of this site has not been resolved. 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**

All works have been completed, with the exception of some new handrails on Stile Lane. All paths are open to the public. The newly grassed area on the bank above the flat roof is now becoming better established. The final cost of the works was just under £185k, including all professional costs, i.e., within the approved budget.

### **Joint works to the Lynch**

It has now been agreed that Dorset Council will take the lead on any one-off works of repair and maintenance to the Lynch on the basis the works are entirely without prejudice to any issues of ownership or wider responsibility.

The total available budget is £12k and any works will focus on repairs to the surface/edge and to the removal of overgrowth causing damage to the structure.

It's possible that a consent will be required from the Environment Agency prior to the commencement of works.

No timescale for the works has yet been established.

### **Disposal of former council offices**

The disposal is progressing well; solicitors have been instructed and the applications to create the new ramped access have been submitted and registered. The transaction is complicated and dependant on the successful outcome of the planning and Listed Building applications. A realistic timescale for completion is probably not before late autumn 2026.

### **Park and Ride 2026**

The park and ride operated successfully over the recent half term week and carried over 3,000 passengers during that period.

## **Strawberry Fields**

An initial meeting has taken place with the land agent acting for the freehold owner and further discussions will be arranged going forwards. A much more detailed report will be brought to members about valuation, marketing and disposal issues at the appropriate stage, probably after the next stage of public consultation for the Local Plan in August 2026.

In the meantime, discussions have taken place with South West Water (SWW) about the possible use of Strawberry Fields as an alternative compound/depot site in connection with delivering their 'Turning The Tide' programme of works. SWW are currently proposing to use an area of Holmbush car park for the compound, but this will involve the loss of around 100 car parking spaces, including during the busiest summer period.

The landowner has been asked for his views. If supportive, further talks will take place with SWW to agree terms and conditions. A report will be brought to members in due course if required.

## **Works to the Guildhall**

The works will commence on 20 July 2026 and continue through to early/mid-September. Although there will be external scaffolding, it will be contained to the footway, and no road closure will be required at any time during the works.

The cost of the works will be within the approved budget of £50k. The accepted tenderer is in the sum of approximately £45k, including a £6k contingency. As part of the work, an internal, decorated screen will be constructed, allowing already booked weddings to take place.

## **Bell Cliff Steps**

Following confirmation of the highway status of Bell Cliff, it has been agreed not to proceed with these works, although the already submitted applications for planning permission and Listed Building Consent will continue to run through the approvals process, the costs having already been incurred.

## **Cemetery noticeboard**

The cemetery noticeboard has been refurbished, and all internal information has been reviewed and updated accordingly.

## **Jane Austen Garden**

Works have been undertaken within the Jane Austen Gardens, including de-weeding and the planting of 18 Jane Austen roses. Further improvements to the area are planned, alongside ongoing maintenance works.

## **Marine Parade toilets**

Minor maintenance works to the Marine Parade toilets, including renewal of silicone around the basins, will be scheduled as part of this year's planned maintenance programme. New soap and toilet dispensers will be installed at the same time.

## **Round Britain eRIB Noticeboard/Plaque**

The operations manager continues to liaise with the project team regarding the proposed Round Britain eRIB commemorative noticeboard/plaque. A draft design is currently being prepared and is expected to be provided for review imminently as they finalise.

Members are advised that the project team has indicated a potential installation date during the week commencing 20 July 2026, subject to agreement.

## Dorset and Somerset Air Ambulance Clothing Bank

The clothing bank has now been installed and is currently being utilised by members of the public.

The operations manager can confirm there is sufficient space, with no obstruction caused to access or use of the path. The position of the unit will continue to be monitored, and adjustments will be made if required.



Mark Green  
Deputy town clerk  
June 2026

Sam O'Connell  
Operations manager

**Committee:** Human Resources

**Date:** 17 June 2026

**Title:** Town Management and Highways Committee – Objectives

**Purpose**

To allow members to review progress of the committee's 2025-26 objectives and to confirm the committee's 2026-27 objectives

**Recommendation**

Members note the report

**Report**

1. This is an opportunity for members to sign off the 2025-26 objectives and to confirm the committee's 2026-27 objectives.
2. Members can review progress on the objectives at each meeting. Updates are provided in yellow.
3. This committee's 2025-26 and 2026-27 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 7A**. Updates are highlighted in yellow.
4. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

John Wright  
Town clerk  
June 2026

## 2025-26

Undertake work to church walls	55	MG	October '25 Summer '26	Project allocated to Crickmay Stark.  Preparatory work ongoing. More detailed report in updates, elsewhere on this agenda.  The full Faculty application is in the process of being submitted, as is the application for listed building consent and planning permission and work will commence as soon as the necessary permissions are in place.
Undertake Strawberry Fields' options' appraisal	10	MG	March '26	It was agreed by the Full Council on 13 May 2026 to reallocate the budget to carry out development and valuation work in connection with the Local Plan draft allocation. An initial meeting took place with the landowner's land agent on 9 June 2026.
Undertake repairs to the Guildhall window and passageway	100	MG	Winter '26	A contractor has been selected and works will commence on 21 July 2026.
Dispose of the council's Church Street office	10	MG	October/November '26	An offer was considered and accepted by Full Council on 13 May 2026. The matter is now with the council's solicitor.
Undertake joint works to The Lynch with Dorset Council	7	MG	TBC	As part of the discussions and potential asset transfers, Dorset Council has informally agreed to take the lead on a project to repair the Lynch, utilising its £5k budget and this council's £7k budget. A further report will be brought to members when there is more clarity about the extent and timing of the works.
Determine the use of the trailer park and accreted land	N/A	MG	TBC	Legal works still not complete (but close).

**2026-27**

Gardens handrails	10	SO	October 2026	
Line marking – Woodmead and Monmouth Beach car parks	5	SO	May 2026	Line marking has been completed at Monmouth Beach car park, to the budget allowance of £5k. This means Woodmead car park will not be completed this financial year.
Cemetery driveway	5	SO	TBC	The council's new geotechnical engineers have been instructed to carry out a preliminary survey to ascertain the cause of subsidence and cracking.
Repairs to Lister Room (The Terrace)	6	SO	October 2026	The works will be scheduled for after the school summer holidays as it will require The Terrace to close for one day while the work is done. The closure will be agreed with the tenants.
Replacement fence at Woodmead car park/View Road	5	SO	September 2026	Prices and suppliers are being sought.
Further works to Jubilee Pavilion roof	5	MG	August 2026	The contractors are returning to site on 23 June 2026, weather permitting.
New tables and chairs for Marine Parade Shelters	10	SO	September 2026	This project will be progressed after the busy summer period to avoid any disruption to events.
Replacement woodland walkway	10	SO	November 2026	
Replacement electric litter wagon	15	SO	September 2026	

**Committee:** Town Management and Highways

**Date:** 17 June 2026

**Title:** Dorset Council Dog-Related Public Space Protection Order – Consultation

### **Purpose of Report**

To inform members of the Dorset Council consultation on the Dog-Related Public Spaces Protection Order (PSPO), as highlighted in a recent Dorset Council update, and to consider whether the town council should submit a response

### **Recommendation**

Members consider whether to submit a response to the Dorset Council Dog-Related Public Spaces Protection Order (PSPO) consultation

### **Background**

1. Dorset Council has launched a new consultation on proposed new rules for dogs in public places, including beaches and green spaces.
2. The consultation relates to a proposed Dog-Related Public Spaces Protection Order (PSPO), with the current order due to expire on 31 December 2026.
3. Subject to approval, the new PSPO is proposed to run from 1 January 2027 to 31 December 2029.
4. The consultation is open for just over 10 weeks, closing at 23:59 on 7 August 2026.
5. The PSPO is a legal mechanism used to help ensure public spaces remain safe, clean, and accessible, by setting enforceable rules relating to dog fouling, dog control, and access restrictions.

### **Report**

6. Dorset Council has indicated that it intends to largely retain the existing PSPO arrangements, with only limited amendments, subject to consultation feedback.
6. The consultation seeks views on several key areas, including:
  - where dogs should or should not be permitted;
  - seasonal or time-limited restrictions, particularly on beaches;
  - requirements for dogs to be on leads and appropriate lead lengths; and
  - the effectiveness and proportionality of existing controls.
7. This matter is of particular importance to Lyme Regis, where:
  - beach access forms a key part of the town's identity and visitor offer;
  - there are established seasonal dog restrictions on key areas such as Front Beach;
  - visitor numbers increase significantly during peak periods, placing greater pressure on public spaces; and
  - the local economy benefits from tourism and hospitality, including the town's reputation as a dog-friendly destination outside restricted periods.

8. At the same time, the council continues to receive feedback relating to:
  - concerns regarding dog fouling
  - the need for appropriate dog control on busy beaches, promenades, and other high-use areas like the gardens; and
  - the importance of protecting spaces used by children, families, and those participating in recreational activities.
  
9. The consultation therefore presents an opportunity for Lyme Regis Town Council to ensure:
  - local arrangements are appropriately reflected within a county-wide order;
  - any future controls remain proportionate, practical, and effective within Lyme Regis as a high-footfall coastal destination; and
  - an appropriate balance is maintained between protecting public amenity and supporting the town's visitor economy.
  
10. Any recommendations from this committee will be considered by the Full Council on 22 July 2026

Sam O'Connell  
Operations manager  
June 2026

**Committee:** Town Management and Highways

**Date:** 17 June 2026

**Title:** Travel and Transport Working Group

### **Purpose of Report**

To invite members to review and discuss the current position of the Travel and Transport Working Group, noting that meetings have not been taking place, and to consider its future

### **Recommendation**

Members review and discuss the status of the Travel and Transport Working Group and determine whether it should continue or cease, with any future transport-related matters to continue to be managed through the Town Management and Highways Committee, as currently

### **Background**

1. The Travel and Transport Strategy Working Group was established in July 2023 following a recommendation from the Town Management and Highways Committee.
2. The working group was created to enable members to take a strategic and holistic view of traffic, parking, and accessibility issues within Lyme Regis, alongside wider objectives including:
  - decarbonisation of transport in line with the council's 2030 Net Zero commitment; and
  - improving health, wellbeing, and economic prospects within the town.
3. The agreed remit of the working group was:

*To create a safe, pleasant, accessible, connected environment that holistically considers action for decarbonisation, air quality, transport, parking, and traffic to improve the quality of Lyme Regis for everyone.*
4. The working group was intended to support the Town Management and Highways Committee, with discussions feeding into formal committee reporting and decision-making.

### **Report**

5. The last meeting of the Travel and Transport Working Group took place on 17 February 2025. Since that time, the working group has not reconvened.
6. Officers have reviewed the current position in discussion with the chair of the Town Management and Highways Committee and consider it appropriate to bring the matter back to members.
7. While the working group previously provided a forum for early discussion, its activity has reduced, with relevant issues now largely being progressed through this committee and officer-led operational delivery, where appropriate.
8. Given the period of inactivity and considering the proposed changes to the council's governance arrangements, it is appropriate to review whether the working group remains required or whether such matters should instead be managed solely through the Town Management and Highways Committee.

9. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

Sam O'Connell  
Operations manager  
June 2026

**Committee:** Town Management and Highways

**Date:** 17 June 2026

**Title:** Candles on the Cobb Pavilion Toilets – Operations and Anti-Social Behaviour

### **Purpose of Report**

To update members on operational issues relating to the Candles on the Cobb Pavilion public toilets, including recent closures, anti-social behaviour (ASB), vandalism, and to outline actions being taken to maintain the facility

### **Recommendation**

Members are asked to note the update on the Candles on the Cobb Pavilion toilets, review current operating arrangements, and consider whether further measures are required to reduce disruption

### **Background**

1. The Candles on the Cobb Pavilion toilets provide an important public facility serving users of the Anning Road Playing Field and surrounding residents.
2. As part of the cleaning contract, the appointed contractor is responsible for cleaning services and keyholder duties, including the opening and closing of the toilet facilities, in accordance with the agreed schedules:
  - 1 October – 30 April: 7 days per week, 1 clean per day, with unlocking and locking (08:00 – 17:00)
  - 1 May – 30 September: 7 days per week, 2 cleans per day, with unlocking and locking (08:00 – 20:00)
3. These arrangements are intended to ensure the toilets remain open, clean, and accessible throughout the day.
4. However, there have been recent instances of temporary closure, primarily due to vandalism, anti-social behaviour, and the need to ensure the facility remains safe for public use.

### **Report**

5. Recent feedback from residents highlights concerns regarding the toilets being closed during expected opening times, resulting in inconvenience for users of the playing field and surrounding area, including families.
6. There has been an increase in anti-social behaviour, particularly during evenings and weekends, including gatherings, noise disturbance, and misuse of the facility.
7. These behaviours have led to several vandalism-related incidents, including damage to the toilets internally and the presence of broken glass, bottles, and other debris, including signs of cannabis use, both internally and externally as shown in the pictures at **appendix 10A**.
8. In a recent example, the seafront attendant identified a significant amount of broken glass, requiring immediate closure on safety grounds while appropriate equipment was obtained to clear and sanitise the area. The toilets were reopened once deemed safe.
9. As a result, closures have been necessary where:

- conditions present a risk to public safety;
  - the facility requires cleaning or sanitation following misuse; or
  - repairs are required following vandalism.
10. Whilst every effort is made to reopen the toilets as quickly as possible, these reactive closures mean the facility does not always operate in line with the standard hours set out above.
  11. Dorset Police have been made aware of the wider issues in the area, and officers continue to report incidents to support intelligence gathering and potential enforcement activity, with residents encouraged to do the same.
  12. In addition, the operations manager is reviewing the option to introduce additional CCTV cameras at the site. These would be installed on the building and positioned to cover the entrances to the toilet facilities, as well as the main building access points and surrounding areas. The intention is to help deter anti-social behaviour, support town ranger and police Interventions, and improve overall site management. While most users act responsibly, the actions of a small minority continue to impact the operation of the facility and wider user experience.
  13. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

Sam O'Connell  
Operations manager  
June 2026







**Committee:** Town Management and Highways

**Date:** 17 June 2026

**Title:** Community Mural Proposal – Marine Parade Shelters

**Purpose of Report**

To inform members of a proposal for a community mural project within the Marine Parade Shelters

**Recommendation**

Members are asked to consider the proposal and indicate whether they are supportive in principle of progressing discussions regarding a community mural project within the Marine Parade shelters.

**Background**

1. A proposal has been received from Inside Out Your Space Ltd, based at The Town Mill, Lyme Regis, in collaboration with local artist Elena Breeze, for a community mural project within the Marine Parade shelters.
2. The proposal outlines a collaborative approach involving local schools, potentially including a design competition and opportunities for student participation.

**Report**

3. The project would involve developing a mural across the shelter panels, with contributions from local students brought together into a final design by a professional artist.
4. It is suggested the mural would reflect Lyme Regis, its history, and community, creating an enhanced visual feature along the seafront.
5. The applicant has requested an indication of town council support in principle, along with guidance on potential funding opportunities or routes for community contributions.
6. Subject to members' position and feedback, officers would need to engage further with the applicant to obtain additional detail and bring a more detailed proposal back to members for consideration.
7. Any recommendations from this committee will be considered by the Full Council on 22 July 2026

Sam O'Connell  
Operations manager  
June 2026

**Committee:** Town Management and Highways

**Date:** 17 June 2026

**Title:** Boundary Issues at 50 King's Way

### **Purpose of Report**

To inform members about an ongoing boundary issue at 50 King's Way and to seek instructions from members about how best to proceed

### **Recommendation**

Members consider the report and instruct officers how to proceed

### **Background**

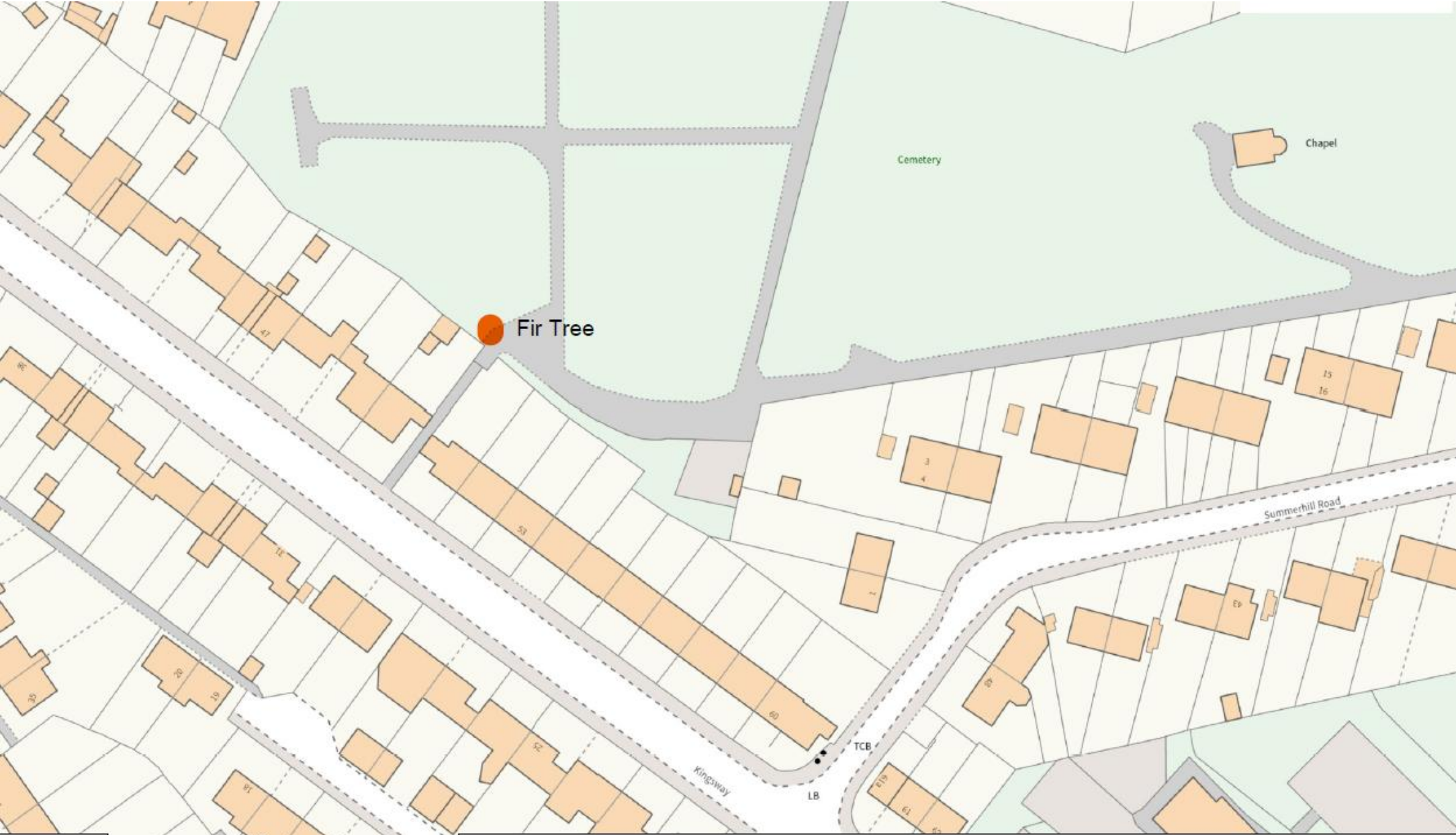
1. The town council-owned cemetery shares a boundary with 50 King's Way. There are pedestrian steps which link the road and the cemetery and also share a boundary with 50 King's Way. This link is well used.
2. The general layout of the area, together with the location of the fir tree, the subject of this report, is clearly shown in **appendices 12A and B**.
3. The former owner of 50 King's Way approached the council some time ago to complain about damage to the shared 'rear' boundary and rear patio area. The owner claimed the damage was being caused by trees growing in the cemetery and immediately adjoining the boundary.
4. Peter Chapman, geotechnical engineer was asked to look at the situation and offer general advice to the council. It was his opinion that, whilst the trees might be contributing to the movement of the rear boundary wall, as might the weight of material 'above' the wall, damage to the patio was caused by either or both poor initial construction and general ground movement.
5. He devised a scheme which involved the removal of one ash tree, the lowering/rebuilding of the rear boundary wall, the regrading of the land on the cemetery side of the boundary and the construction of a new boundary fence on top of the lowered wall. The council has obtained the necessary consents to carry out these works, including the removal of the ash tree.

### **Report**

6. 50 King's Way has changed ownership twice since the original complaint was received and the current owner has raised concerns about the impact of another tree in the vicinity of the boundary; a mature fir tree which can be seen in **appendix 12B** and whose location is shown in **appendix 12A**.
7. This tree is generally attractive and was one of many which once grew in the cemetery. Most are no longer present.
8. The owner of 50 King's Way has obtained a report from an arborist which appears to support the view that this tree may be contributing to the boundary issues. This report is attached as **appendix 12C**. Dorset Council's tree officer has also been consulted, and has approved the removal of the tree. A statement from the current owner, together with photos of the boundary and rear patio area, is attached as **appendix 12D**.

9. The cemetery is a conservation area in its own right, the tree is in a prominent location next to a well-used pathway, and officers are very reluctant to fell a mature fir tree which appears to be in good health.
10. However, the arborist's report does seem to support the view that it may at least be contributing to the damage to the boundary wall.
11. Members are asked to consider the matter and instruct officers how to proceed. If members support the felling, then it may be appropriate to plant replacement trees of a similar/suitable species in another location within the cemetery.
12. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

Mark Green  
Deputy town clerk  
June 2026



X: 334139  
Y: 92685



## Arboricultural Assessment Report

15/05/2026

50 Kings Way

Lyme Regis

DT7 3DU

### Scots Pine Root Growth Habit and Implications of Retaining Wall Reconstruction

This report considers the likely arboricultural implications associated with the proposed reconstruction of a retaining wall located within the canopy spread and probable rooting area of mature Scots Pine trees (*Pinus sylvestris*).

The assessment specifically considers:

- The known rooting characteristics of Scots Pine;
- The presence of visible surface roots within the proposed construction area;
- The potential impact of excavation and root severance associated with retaining wall reconstruction;
- The likely implications for long-term tree health, stability, and amenity value.

This report has been prepared in an impartial manner to assist informed decision-making in relation to the proposed works.

### Tree Species and Rooting Characteristics

Scots Pine (*Pinus sylvestris*) is a large, long-lived conifer species capable of developing extensive lateral root systems. While rooting depth is heavily influenced by local soil conditions, mature Scots Pines commonly develop broad structural root plates extending well beyond the canopy dripline.

In compacted, shallow, poorly drained, or oxygen-limited soils, root systems frequently become biased toward near-surface development where oxygen availability is greater. Under such conditions, significant structural roots may be encountered at or near ground level.

The observed presence of surface roots within the proposed working area indicates that the trees have established functional and potentially structural roots in direct proximity to the existing retaining structure.

Roots visible at the surface are not necessarily insignificant feeder roots; in mature pine specimens they may comprise part of the principal stabilising root architecture contributing to anchorage and load distribution.

### Relationship Between the Existing Wall and Tree Roots

Where mature trees and retaining structures coexist over extended periods, root systems commonly adapt to the prevailing site conditions and available soil volumes.

It is therefore reasonable to conclude that the existing retaining wall and adjacent retained ground levels form part of the current rooting environment to which the trees have physiologically and mechanically adapted.

Excavation associated with wall replacement may alter:

- Existing soil confinement;
- Root buttressing support;
- Soil moisture regimes;
- Soil aeration;
- Root-soil interaction and anchorage characteristics.

Such changes may have implications both for tree vitality and for future structural stability.

### **Potential Impacts of Proposed Groundworks**

Reconstruction of the retaining wall is likely to require excavation within the identified rooting area. Depending on excavation depth and methodology, this may result in severance of roots of varying diameter and significance.

Potential impacts include:

#### **1. Physiological Stress**

Loss of functional roots reduces the tree's capacity for:

- Water uptake;
- Nutrient absorption;
- Carbohydrate storage;
- General resilience to environmental stress.

Scots Pine can be comparatively sensitive to abrupt root disturbance, particularly where significant roots are removed close to the stem or within the primary root protection area.

#### **2. Structural Stability and Anchorage**

The principal arboricultural concern associated with root severance adjacent to a retaining wall is the possible reduction in mechanical anchorage.

Where roots on one side of a tree are disproportionately removed, the tree may become biomechanically imbalanced. This can increase susceptibility to:

- Windthrow;
- Root plate movement;
- Progressive instability over time.

The risk may be heightened where:

- Excavation occurs downslope of the tree;
- Soil retention is altered;
- Existing buttressing roots are severed;
- Ground levels are reduced adjacent to the stem.

The fact that surface roots have already been identified in the excavation zone suggests that construction activities may directly affect roots currently contributing to anchorage.

### **3. Long-Term Decline**

Tree response to root damage is not always immediate. Mature conifers may initially appear unaffected but subsequently exhibit decline over a period of several years.

Potential long-term symptoms include:

- Crown thinning;
- Reduced vigour;
- Increased deadwood formation;
- Resin bleeding;
- Heightened susceptibility to secondary pathogens or drought stress.

Any reduction in health or structural stability may consequently diminish the trees' public amenity value and landscape contribution.

### **Retaining Wall Interface and Future Risk Considerations**

Consideration should also be given to the interaction between the reconstructed wall and future tree movement.

If substantial roots are removed during construction, there is a possibility that the remaining root architecture may become asymmetrical. Over time, this may alter the direction and distribution of mechanical loading within the root plate.

In certain circumstances, trees with compromised anchorage may present an increased risk of future movement toward the retained side of the slope or wall structure, particularly during periods of saturated ground conditions and high wind loading.

While such outcomes cannot be predicted with certainty, root severance within the rooting zone of mature Scots Pine trees introduces an identifiable degree of uncertainty regarding long-term stability. The tree also falls within the proximity of the property further increasing possible amenity damage in the future.

### **Arboricultural Considerations**

In accordance with good arboricultural practice and the principles contained within BS 5837:2012 ("Trees in Relation to Design, Demolition and Construction"), unnecessary root damage should be avoided wherever reasonably practicable.

Where construction within the rooting area cannot be avoided, consideration should be given to:

- Minimising excavation depth;
- Employing hand-digging or air-spade techniques near roots;
- Designing the wall to bridge over retained roots where feasible;
- Utilising pile-and-beam or cantilever solutions where appropriate;
- Retaining existing soil levels around significant roots;
- Arboricultural supervision during excavation works.

The extent to which roots can be retained will materially influence the long-term retention potential of the trees.

## **Conclusion**

The mature Scots Pine trees located adjacent to the proposed retaining wall exhibit surface rooting within the anticipated construction zone, indicating that the affected area forms part of the trees' established rooting environment.

Reconstruction of the retaining wall is therefore likely to involve some degree of root disturbance or severance unless specialist construction methodologies are adopted.

Given the species characteristics of Scots Pine and the apparent proximity of structural roots to the proposed works, there exists potential for:

- Reduced physiological vitality;
- Loss of anchorage;
- Increased long-term instability risk;
- Reduction in overall amenity value.

The magnitude of impact will depend largely upon:

- The extent of excavation required;
- The size and number of roots removed;
- The proximity of works to the stems;
- The construction methodology employed.

# 50 Kingsway Garden - Tree Damage

Dear Lyme Regis Town Councillors,

In light of the public forum being closed we have written down our view on the matter. We would like to acknowledge the help, consideration and patience you/all of your staff have shown us while we work together to come to a mutual agreement on the trees. From our discussions with the town council so far we understand that the removal of the ash tree has been mutually agreed. However, there still hangs a question mark over the pine tree. We are hoping the following documents will help to give you some clarity behind our request for both trees to be removed.

The pine tree's roots have grown through the bottom of the wall and through the patio (these have been professionally identified by a tree surgeon, addressed in his report.) The roots having grown through the bottom of the wall indicates that they have damaged the walls' footings. This damage to the footings has caused the wall to become unstable and unsafe (cracks in the wall.) To make this wall safe, stable and strong again it will require new and sufficient footings. This is done by digging out a trench in the ground and relaying the footings. For this to happen it is imperative that the pine tree is removed as the roots will need to be removed for the footings to be placed. If the roots are removed and not the tree this can cause the tree to be left unstable. This raises our main concern that the tree could potentially fall down and harm a member of the public in the process. By removing the tree we will achieve the desired result of a safe outdoor area and ensure that future damages are avoided. Please see below for images of the roots encroaching into our garden.

The back wall is slowly being pushed over. The wall is currently sitting at a 45° angle with visible significant cracks. This damage is being caused by the weight of the earth behind it and the weight of the trees sitting at the back of the wall growing in the town council's cemetery. Again, to be able to make the wall safe and ensure no future damage is caused it is imperative that the pine tree is removed. This will ensure the weight of the tree is no longer there and along with the town councils proposed plan of grading back the earth it will ensure no weight whatsoever is pushing on the wall. This will achieve the desired result of a safe outdoor space and reduced risk of future damages. Please see photos attached below showing the damage to the wall.

We are also aware that the town council have contacted Dorset council on this matter and they have granted planning permission to remove both trees. Neither of which have any reasons for them to not be removed (I.e. no TPO's)

As a summary our main concern is the public safety due to the instability the works will cause the tree. We also feel it is very important to find a lasting solution that will not cause future damages and put us back in the same place in a few years time.

We appreciate you all having read through this letter and our supporting documents. We look forward to hearing from you.

Many thanks

Sophie Smith and Sam Harding













**Planning Services**  
County Hall, Colliton Park  
Dorchester, Dorset, DT1 1XJ  
☎ 01305 838336- **Development Management**  
☎ 01305 224289- **Minerals & Waste**  
🌐 [www.dorsetcouncil.gov.uk](http://www.dorsetcouncil.gov.uk)

Mr Anthony Mullins  
Lyme Regis Town Council  
St Michaels Business Centre  
Lyme Regis  
Dorset  
DT73DB

**Date:** 17 March 2026  
**Ref:** P/TRC/2026/00699  
**Case Officer:** James Bennett  
**Team:** Trees Western  
☎ 01305 252426  
✉ [treeteamwest@dorsetcouncil.gov.uk](mailto:treeteamwest@dorsetcouncil.gov.uk)

## Conservation Area Section 211 Notice

Town and Country Planning Act 1990  
The Town and Country Planning (Tree Preservation) (England) Regulations 2012

**Application Number:** P/TRC/2026/00699  
**Location:** Lyme Regis Cemetery Charmouth Road Lyme Regis  
**Description:** T1 Pine - Fell  
T2 Ash - Fell

Further to the above notification of proposed tree works, Dorset Council has decided not to place a Tree Preservation Order (TPO) on the tree(s) detailed above at this time.

If you are the owner of the tree(s), you may therefore carry out the above works, provided they are carried out within two years of the date of this letter. If you are not the owner, it is your responsibility to obtain the owner's permission before undertaking any works—except where your common law right applies in relation to overhanging branches.

All works must be carried out in accordance with BS 3998:2010 – Tree Work: Recommendations. This decision is made under the Town and Country Planning Act 1990 and the Town and Country Planning (Tree Preservation) (England) Regulations 2012. It does not override any other statutory or non-statutory controls. You and/or your agent are responsible for ensuring compliance with all other relevant legislation.

Wildlife and habitat protections are administered by Natural England (contact: 0300 060 3900). It is an offence under the Wildlife and Countryside Act 1981 to disturb roosting bats, nesting birds, or other protected species.

Please ensure that your chosen contractor has a copy of this decision notice before commencing work. Please notify me of the date you intend to start work and when the work has been completed.

**Decision Date:** 17 March 2026

*Mike Garrity*  
**Corporate Director - Planning  
Place**

**Committee:** Town Management and Highways

**Date:** 17 June 2026

**Title:** Community Emergency Response Plans (CERPs) – Survey

**Purpose of Report**

To inform members of a Dorset Council and DAPTC survey regarding Community Emergency Response Plans (CERPs)

**Recommendation**

Members are asked to note the report and nominate a small number of members to work with the operations manager in preparing a response to the survey, ahead of the submission deadline of 30 June 2026

**Background**

1. Dorset Council, in partnership with the Dorset Association of Parish and Town Councils (DAPTC), is working to improve support for the development and adoption of Community Emergency Response Plans (CERPs).
2. A survey has been issued to all town and parish councils to establish the current position in relation to existing emergency plans and to identify any support needs going forward.

**Report**

3. The survey forms part of a wider initiative to better understand how local councils are prepared for emergency situations and how support can be improved across the Dorset area.
4. The survey has been circulated to the town council and can be completed online. The deadline for responses is 30 June 2026.
5. Given the importance of local knowledge in developing and supporting emergency response arrangements, it is considered appropriate for the council's response to be informed by member input.
6. It is suggested a small group of members work with the operations manager to prepare a response to the survey.
7. Any recommendations from this committee will be considered by the Full Council on 22 July 2026

Sam O'Connell  
Operations manager  
June 2026

**Committee:** Town Management and Highways

**Date:** 17 June 2026

**Title:** Lyme Regis Beach Management Plan

**Purpose of Report**

To inform members about an update of the Lyme Regis Beach Management Plan being undertaken by Dorset Council

**Recommendation**

Members note the update of the Lyme Regis Beach Management Plan currently being undertaken by Dorset Council

**Report**

1. In an email to the operations manager on 6 May 2026 about the condition of 'front beach', Dorset Council's project engineer stated:

*'We intend to use the forthcoming Beach Management Plan update as the appropriate mechanism to reassess and determine the most effective long-term approach to maintaining the beach as a coastal defence.'*

2. The deputy town clerk responded on the same date requesting this council be permitted input to the update process and pointing out the potential consequences of some possible options for the future management of the beach. To date, no response has been received.
3. At this stage, members are asked to note that the beach management plan is being updated. A further report will be brought to committee as and when more information is obtained. Officers will endeavour to establish further details about the process and timescale.
4. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

Mark Green  
Deputy town clerk  
June 2026

**Committee:** Town Management and Highways

**Date:** 17 June 2026

**Title:** Multi-Use Games Area (MUGA) – Access, Security and Anti-Social Behaviour

**Purpose of Report**

To provide an update to members on concerns relating to the multi-use games area (MUGA), including ongoing issues of anti-social behaviour (ASB), and to outline the associated risks and mitigation measures currently being progressed

**Recommendation**

Members are asked to note the update on concerns relating to the multi-use games area (MUGA), review current locking and unlocking arrangements, and consider options to address unauthorised access

**Background**

1. The MUGA at Anning Road Playing Field is a well-used facility providing an important recreational space for the local community.
2. In August 2025, the MUGA was subject to significant incidents of anti-social behaviour, resulting in damage to the facility and its temporary closure for cleaning and subsequent repairs.
3. Following this incident, and in response to concerns raised by residents and members, arrangements were introduced to manage access to the facility, including locking the MUGA at dusk and reopening at 8am each morning.
4. The intention of these arrangements was to discourage out-of-hours use, reduce instances of anti-social behaviour, and address concerns raised by neighbouring residents.

**Report**

5. Despite the introduction of locking arrangements, it has been reported that unauthorised access is still being gained, particularly at the rear of the site.
6. Individuals have been observed climbing the fencing, utilising the adjacent retaining wall to gain entry. This undermines the effectiveness of the current access control measures.
7. This method of access presents both ongoing ASB concerns and a potential safety risk, due to the height and configuration of the fencing and retaining wall.
8. Dorset Police have been made aware of the concerns, and the Anning Road Playing Field is now the base location for the mobile police station, providing an increased local presence where required.
9. The current position presents several implications, together with associated mitigation measures being progressed:

Implication	Mitigation Measures
-------------	---------------------

Ongoing anti-social behaviour arising from continued unauthorised access outside permitted hours	<ul style="list-style-type: none"> <li>• Maintain dusk locking arrangements, improve site signage, and continue engagement with Dorset Police and LRTC town rangers</li> </ul>
Health and safety risks from individuals climbing fencing and the retaining wall, with potential for injury	<ul style="list-style-type: none"> <li>• Review the rear boundary and consider proportionate deterrents such as anti-climb measures or fencing improvements, supported by clear warning signage</li> </ul>
Legal and duty of care considerations relating to the council's responsibility to minimise foreseeable risks	<ul style="list-style-type: none"> <li>• Ensure risks are recorded and monitored, undertake regular inspections, and implement appropriate preventative measures including improved signage and access control</li> </ul>
Reputational impact if concerns persist without visible action	<ul style="list-style-type: none"> <li>• Maintain active site management and communicate clearly with residents regarding measures being taken</li> </ul>
Increased maintenance and operational pressures due to potential damage or misuse	<ul style="list-style-type: none"> <li>• Monitor site condition and introduce preventative measures to reduce misuse</li> </ul>

10. Any recommendations from this committee will be considered by the Full Council on 22 July 2026

Sam O'Connell  
Operations manager  
June 2026

**Committee:** Town Management and Highways

**Date:** 17 June 2026

**Title:** Cleaning Services Contract (LRTC/CLS/2026–2027) – Procurement Outcome

### **Purpose of Report**

To inform members of the outcome of the procurement process for the cleaning services contract and to confirm the appointment of the successful contractor, contract value, service scope, and mobilisation arrangements

### **Recommendation**

Members note the outcome of the procurement process for the cleaning services contract (LRTC/CLS/2026–2027), including the appointment of the successful contractor, contract value, and commencement of service

### **Background**

1. The cleaning services contract for multiple council-managed sites was due for renewal ahead of the expiry of the existing temporary arrangements.
2. In line with procurement requirements and best practice, the operations manager undertook a formal open tender process, published via the Government's Find a Tender Service (FTS) portal, to secure a compliant, cost-effective, and high-quality service provider.
3. The contract scope includes cleaning services across several key council assets, including the office, welfare facilities, the Guildhall, and public convenience facilities. It also includes operational responsibilities such as keyholding.

### **Report**

4. The procurement process for the cleaning services contract (LRTC/CLS/2026–2027) has now been completed. A total of 18 tenders were submitted, demonstrating strong market interest.
5. The evaluation of submissions was undertaken in accordance with the criteria and weightings set out within the Invitation to Tender. Following a full and compliant evaluation, and subsequent review with the chairman of the Strategy and Finance Committee and the mayor, Pristine Deep Cleaning Company Ltd, based in Seaton, was identified as the most advantageous tenderer.
6. The successful submission demonstrated a strong balance of quality, cost, and delivery capability. Key strengths included:
  - a clear and contract-specific service delivery model;
  - strong evidence of local presence and responsiveness;
  - robust health and safety management arrangements; and
  - a competitive pricing structure, offering good overall value for money.
7. The contract value for the initial one-year term is:
  - £46,711.50 (excluding VAT)
  - £56,053.80 (including VAT)

8. Subject to performance and council approval, there is an option to extend the contract for a further one year. This would increase the total potential contract value to:
- £93,423.00 (excluding VAT)
  - £112,107.60 (including VAT)
9. In accordance with procurement requirements under the Procurement Act 2023, the relevant UK6 (Contract Award Notice) and UK7 (Contract Details Notice) have been completed and published via the Find a Tender Service (FTS) portal, marking the first time the council has utilised this system.
10. As part of the contract, the appointed contractor is responsible for cleaning services and keyholder duties, including the opening and closing of toilet facilities, in accordance with the agreed schedules:
- Marine Parade Toilets (Seafront):
- 1 October – 30 April: 7 days per week, 2 cleans per day, with unlocking and locking (08:00 – 18:00)
  - 1 May – 30 September: 7 days per week, 4 cleans per day, with unlocking and locking (08:00 – 22:00)
- Anning Road Playing Field Toilets:
- 1 October – 30 April: 7 days per week, 1 clean per day, with unlocking and locking (08:00 – 17:00)
  - 1 May – 30 September: 7 days per week, 2 cleans per day, with unlocking and locking (08:00 – 20:00)
11. Officers have completed the contract mobilisation process, including confirmation of site schedules, operational arrangements, communication and reporting procedures, and health and safety requirements, ensuring a smooth transition to the new service provider.
12. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

Sam O'Connell  
Operations manager  
June 2026

**Complaints and Incidents Summary - 20 February 2026 – 11 June 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
226	24.03.2026	10% Increase in the cost of holiday accommodation permit	N/A	24.03.2026	Enquiries team	Added to complaints spreadsheet for members to note
229	9.6.2026	Marine Parade barriers left unlocked and cars and motorcyclists using road as a thoroughfare	Marine Parade	9.6.2026	Enquiries team	Added to complaints spreadsheet for members to note and reported to DC

**Complaints and incidents dealt with by Dorset Council**

No.	Date	Incident	Where?	When did it occur/when noticed?	Item reported to	Reference
229	9.6.2026	Marine Parade barriers left unlocked and cars and motorcyclists using road as a thoroughfare	Marine Parade	9.6.2026	Enquiries team	1322833
227	08.04.2026	Dogs on beach complaint	Sandy beach	7.04.2026	Enquiries team	

228	08.04.2026	Dogs on beach complaint	Sandy beach	3.4.2026	Enquiries team	
-----	------------	-------------------------	-------------	----------	----------------	--

### Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
158	16.3.2026	Compliments on Lyme Living magazine		Enquiries team	Added to compliments s/s for members to note
159	18.03.2026	How beautifully kept the toilets are			Added to compliments s/s for members to note
160	18.03.2026	Great jobs done on the beach huts in February and March			Added to compliments s/s for members to note
161	18.03.2026	Gratitude to Sam and his team for hard work on the beach huts			Added to compliments s/s for members to note
162	26.03.26	Beach replenishment communication			Added to compliments s/s for members to note
163	30.03.26	Thanks for allowing dogs on the beach			Added to compliments s/s for members to note
164	07.04.26	Well done on Lyme Living magazine			Added to compliments s/s for members to note
165	07.04.26	Compliments on Lyme Living magazine			Added to compliments s/s for members to note
166	09.04.2026	Thanks to Pete and the team for clearing the carpark		Sam, Pete and Mark B	Added to compliments s/s for members to note

167	24.04.2026	Thank you for repairing the hired beach hut so quickly		Sam	Added to compliments s/s for members to note
168	27.04.26	Congratulations on Lyme Living		Cara & Adrienne	Added to compliments s/s for members to note
169	07.05.26	Delighted with the Lyme Living magazine			Added to compliments s/s for members to note
170	18.05.26	Thank you for allowing BBA to use the folding tables over the weekend		Adrienne	Added to compliments s/s for members to note
171	9.6.2026	Compliments on friendliness and helpfulness of the office staff when needing parking permit		Adrienne	Added to compliments s/s for members to note