



John Wright
Town Clerk

Lyme Regis Town Council
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Environment Committee

Core Membership: Cllr P. May, Cllr S. Cockerell, Cllr N. Hampton-Rumbold, Cllr S. Larcombe, Cllr A. Wood, Cllr M. Denney, Cllr G. Turner, Cllr C. Aldridge, Cllr G. Stammers

Co-Opted Membership: G. Barr, J. Breeze, V. Elcoate

Notice is given of a meeting of the Environment Committee to be held at the Council Offices, St Michael's Business Centre, Church Street, Lyme Regis on Wednesday 1 July 2026 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
25.06.26

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 apologies and reasons for absence

2. Minutes

To confirm the accuracy of the minutes of the Environment Committee meeting held on 11 March 2026

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 previous meeting held on 29 April 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 environmental developments

7. Environment 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. Co-option

To allow members to consider requests from non-members for co-option to the Environment Committee

9. Carbon Literacy Accreditation/Training Update

To provide an update on the requirements for maintaining the council's Carbon Literacy accreditation and to seek member direction on how to progress.

10. River Lim Action Group Report

To allow members to receive a report from the River Lim Action Group

11. Exempt Business

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 APRIL 2026

Present:

Chairman: Cllr P. May

Members: Cllr C. Aldridge, Cllr N. Hampton-Rumbold, Cllr G. Turner, Cllr A. Wood

Officers: K. Newman (administrative and community engagement assistant), S. O'Connell (operations manager)

Co-Opted Membership: V. Elcoate (River Lim Action Group)

25/69/ENV Public forum

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

25/70/ENV Apologies

Cllr S. Cockerell – holiday
Cllr M. Denney
Cllr G. Stammers – holiday
G. Barr – prior commitment
J. Breeze – holiday

25/71/ENV Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, the minutes of the meeting held on 11 March 2026 were **ADOPTED**.

25/72/ENV Disclosable Pecuniary Interests

There were none.

25/73/ENV Dispensations

None requested none granted.

25/74/ENV Matters arising from the minutes of the previous meeting held on 11 March 2026

Monitoring and Bathing Water Quality Church Cliff Beach Notices

The operations manager said that at the most recent bathing water quality meeting, Dorset Council (DC) had taken no responsibility and advised that statutory signage, including clear messaging about swimming, would be installed in the coming days in line with regulatory requirements.

The operations manager noted that further updates were required and believed the signage had not yet been installed.

It was noted Litter Free Dorset had made another sign and the town council needed to discuss this with them.

River Lim Action Group Funding report

The operations manager clarified that there had been a misunderstanding at the last meeting: the £7,900 figure was related to the term grant, while the £7,000 was allocated for the Lynch works.

He confirmed that the £7,000 remained allocated for the Lynch works.

Bee Friendly Lyme Regis

The operations manager said articles had been published in the March and May editions of Lyme Living to increase awareness, with further engagement planned. He said the operations supervisor would support this.

25/75/ENV Update Report

Monmouth Beach – Litter Bin Provision

It was confirmed a litter bin had been installed.

25/76/ENV Environment Committee – Objectives

The operations manager said battery equipment was being purchased that week, with the aim to be battery-operated by the following week.

A member asked about the installation of garden signs, noting that QR codes had been rejected in favour of simple explanatory words and whether the signs would be installed for the summer.

The operations manager said the aim was for July, but some beds had not yet been planted, which could delay some of the signs but they were currently being worked on.

A member asked which battery units were purchased.

The operations manager confirmed that Stihl tools had been purchased. He said the new equipment was well received, quieter, and less polluting, and that about 70% of the kit had been replaced at a good price.

25/77/ENV Bathing Water Quality Meeting Minutes

It was noted that the main issue was pollution below Woodmead Road Bridge, with high bacteria levels and no combined sewer overflows and pollution hotspots, especially around the Town Mill.

However, it had been confirmed the Turning the Tide project by South West Water was going ahead in the spring, with a dedicated web page for updates.

It was noted the Environment Agency was due to visit in August to revisit hotspots and although it was felt the catchment has been improved, the lower river pollution remained unresolved.

Proposed by Cllr A. Wood and seconded by G. Turner Minutes, the minutes from the bathing water quality meeting held on 22 April 2026 were **ACCEPTED**.

25/78/ENV Co-option

The chairman said the town clerk hadn't used the process that he thought had been agreed.

Members agreed the process for co-opting non-members to the Environment Committee needed to be as simple as possible.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that for the council year 2026/27, the Environment Committee offers three places for the co-option of non-voting members and that the advertisement date for these places is Thursday 21 May 2026, with a closing date of 19 June 2026. Applicants will be required to submit a CV and a statement to confirm disqualification criteria do not apply as stated in the selection procedure.

Proposed by Cllr P. May and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** that this council adopts a selection procedure for applicants to be co-opted as non-voting members of the Environment Committee as follows:

1. Non-members who wish to apply to sit on the committee after it has been advertised for must supply a CV and a declaration that they meet the requirements to be appointed, at least one week before the meeting when selection is to take place. Ideally this will be the first Environment Committee meeting of the new council year. No more than two people from one organisation could apply to be co-opted.
2. If the number of valid applicants is less than or equal to the number of agreed spaces, then they will automatically be appointed as non-voting members of the Environment Committee.
 - 2.2 If more applications than the advertised spaces are received, then at the meeting a two or more-stage voting process would be entered into. Members cast a single vote for their preferred candidate in one or more rounds of voting. The purpose of each voting round is to eliminate the candidate with the lowest number of votes until the number remaining is equal to the available spaces. Those remaining applicants will then be appointed as non-voting members of the Environment Committee.
3. Members of the Environment Committee would have the right to vote to remove non-members in any subsequent Environment Committee meeting by a majority vote.

A member asked if multiple organisations applied, could two from one organisation be chosen, excluding another organisation. The chairman said members could decide who to vote for, based on merit and expertise.

A member asked if voting would be secret or open; the chairman said the method could be chosen.

The chairman confirmed only two people from any one organisation could apply.

25/79/ENV Biodiversity Policy – Draft for Consideration

Members discussed the draft Biodiversity Policy and supported having such a policy but felt it would be difficult to combine multiple policies.

The operations manager agreed that actions could be addressed in the biodiversity audit and action plan, and that the policy was about adopting a consistent approach.

Members supported the suggestion to publicise biodiversity efforts in LymeLiving, including bird boxes and awareness-raising.

It was suggested local biodiversity experts could be involved in the process of drafting the policy.

The operations manager said funding had been allocated in 2026-27 for a biodiversity survey this year, which should be the first step, followed by integrating findings into the action plan.

Proposed by Cllr P. May and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to adopt a draft Biodiversity Policy but ask officers to integrate it into the existing Environment Policy and bring it back for approval at the next Environment Committee meeting.

Proposed by Cllr P. May and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** that biodiversity actions be incorporated into the current climate action plan, rather than having a separate plan.

Proposed by Cllr P. May and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** that the climate action working group takes on the biodiversity action plan to be incorporated into the existing climate action plan.

25/80/ENV Action Plan for Achieving Net Carbon Zero Emissions by 2030

It was agreed the action plan was ready to be uploaded to the council website.

The operations manager said the cost section was still being developed and would be updated annually in September for budget-setting.

It was noted that the next major revision would be the addition of the biodiversity action plan.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that the Action Plan for Achieving Net Carbon Zero Emissions by 2030 document be renamed the 'Lyme Regis Town Council Climate Action Plan', recognising it as a working plan.

25/81/ENV Carbon Literacy Accreditation and Training

The operations manager said the council needed to check the information on pledges (and renewing pledges) was up-to-date. He said the fee to maintain accreditation was £2,250 + VAT every three years, He said the fee was next due in 2026, but this would be unbudgeted expenditure. He said accreditation was tied to the organisation, not individuals, though individual training was still recognised. He said if accredited staff members were to leave, then the accreditation could fall away.

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** that the council approves an unbudgeted spend of c.£2,250 + VAT to retain the silver carbon literacy accreditation.

25/82/ENV River Lim Action Group Report

A member asked how the committee could move forward with invasive species on town council or shared land.

The operations manager said it would require a review and risk assessment of the most effective approach. He was recently made aware of an outcrop of Japanese knotweed on the riverbank behind the cadet hut and the council needed to address it.

It was noted the River Lim Action Group had been working on a plan to remove invasive species effectively and had employed the services of a specialist contractor who was conducting a three-year programme. As the service involved a free initial assessment and quotation, this might be useful to the council.

Proposed by Cllr P. May and seconded by Cllr N. Hampton Rumbold, the River Lim Action Group report was **RECEIVED**.

25/83/ENV Great Big Dorset Hedge Project – Information Update

A member said that whilst the town council couldn't identify three kilometres of existing hedge, there might be other areas that would benefit from being turned into a hedge and Great Big Dorset Hedge Project could then advise.

The operations manager said the team had only reviewed what the council currently had, and not what could be created. He said Strawberry Fields would have the greatest potential, but it was likely the site would be included in the Local Plan for future development.

The meeting closed at 8.12pm.

Committee: Environment

Date: 1 July 2026

Title: Matters arising from the minutes of the previous meeting held on 11 March 2026

Purpose of Report

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

Recommendation

Members note the report and raise any other issues on the minutes of the previous meeting that they require further information on.

25/79/ENV – Biodiversity Policy – Draft for Consideration

The town clerk has confirmed that any council-wide policy, including the proposed draft collated by Cllr May, falls within the remit of the Strategy and Finance Committee, as outlined in the council's Terms of Reference.

For context, the Strategy and Finance Committee is responsible for discharging all of the council's functions except those reserved to Full Council or specifically delegated to other committees. This includes oversight of governance, corporate planning, and council-wide policy development.

Within the Terms of Reference and Scheme of Delegation 2025, Section 3, point 3.1.6 states:

“Establish and review council-wide policies that are not within the remit of other committees and beyond the remit of a single committee.”

It must be noted that this item was previously considered by the Environment Committee in error and requires correction, as it properly sits within the remit of the Strategy and Finance Committee.

The operations manager will therefore request this be added to the agenda for the Strategy and Finance Committee meeting on 8 July 2026 to review and agreement of next steps.

25/80/ENV – Action Plan for Achieving Net Carbon Zero Emissions by 2030

The Action Plan for Achieving Net Carbon Zero Emissions by 2030 will be implemented in accordance with the committee's recommendation.

The document will be uploaded to the council website and renamed the 'Lyme Regis Town Council Climate Action Plan', recognising it as a working document, once the cost section has been completed.

The cost section remains under development and will be updated annually as part of the autumn budget-setting process.

25/82/ENV - River Lim Action Group Report – Invasive species

Following concerns raised by the River Lim Action Group regarding invasive species, including Japanese Knotweed and Himalayan Balsam, the operations manager has confirmed that any

instances identified on Lyme Regis Town Council land are being addressed in-house by the operations supervisor and lengthsman.

Japanese Knotweed is managed through targeted stem injection of approved herbicide, in line with current UK Government guidance once the plant has reached a suitable stage of growth during the season to ensure effective treatment. Himalayan Balsam is addressed through manual removal, including pulling prior to seeding to limit its spread.

Where invasive species are identified on land not owned or managed by the town council, these should be reported to the relevant landowner or appropriate authority, including Dorset Council, Natural England, or other relevant bodies. Consideration must be given where sites fall within or adjacent to designated Sites of Special Scientific Interest (SSSI), including the West Dorset Coast SSSI, covering the cliffs, undercliffs and geological features around Lyme Bay, where additional environmental controls and permissions may apply due to the ecological and geological sensitivity of these areas.

25/83/ENV – Great Big Dorset Hedge Project – Information Update

Following previous discussion, where potential opportunities for new hedge creation were considered due to limited existing qualifying hedgerows within the town, further clarification has now been received.

Cllr S. Cockerell has confirmed that the scheme has been explored and deemed feasible for the upper catchment of the River Lim area. However, it has also been confirmed that the project will not be progressed within the Lyme Regis town area.

Sam O'Connell
Operations manager
July 2026

Committee: Environment

Date: 1 July 2026

Title: Update Report

Purpose of the Report

To inform members about progress on significant environmental developments

Report

Updates from Community Organisations

Members of any local community organisations present at the meeting will be asked if they wish to update the committee on their initiatives. A maximum of three minutes will be allowed for each organisation to present to the committee.

Sam O'Connell
Operations manager
July 2026

Committee: Environment

Date: 1 July 2026

Title: Environment 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.

Sam O'Connell
Operations manager
July 2026

Objective (RAG Rated) Red: Not Started/Behind Schedule Amber: Started/Action Needed Green: Complete/On schedule	Budget	Lead officer	Target completion date	Updates/comments
Follow up on EPC recommendations	5	MG	Ongoing	Assessments have been undertaken for all recently refurbished or reprovisioned council buildings, and all have achieved ratings better than the government's recommended target. Discussions are ongoing with the council's tenants regarding practical changes they can implement to further improve their EPC ratings, as part of the council's continuing commitment to energy efficiency.

2026-27				
Install garden signs	5	SO		This is currently being reviewed with Creative Solutions Design company for feasible options. Idea is to focus on a certain plant in the garden in different locations and the promotion of free plant identifier apps. Options will be provided in due course
Undertake tree planting schemes	5	SO	Ongoing	
To progress the 2030 carbon net zero plan		SO	Ongoing	

Electric tools	15	SO	May 2026	The council has purchased two new lawn mowers, five new hedge trimmers and other kit all Stihl as planned. These are working well and the team is pleased at the difference they make.
Biodiversity in the gardens	15	SO		Officers are reviewing contractors to produce a biodiversity report.

Committee: Environment

Date: 1 July 2026

Title: Co-option

Purpose of Report

To allow members to consider requests from non-members for co-option to the Environment Committee

Recommendation

Members consider requests from non-members Grenville Barr, Janet Breeze and Vicki Elcoate for co-option to the Environment Committee

Background

1. The town clerk has received requests from Grenville Barr, **appendix 8A**, Janet Breeze, **appendix 8B**, and Vicki Elcoate, **appendix 8C**, to join this committee.
2. The terms of reference for this committee state in paragraphs 4.2 and 4.3:

‘Up to six non-members can sit on the committee, with no more than two people from one organisation¹. Non-members do not have voting rights.’
3. The following rules apply to the co-option of non-members:

Each individual must be co-opted by majority vote of the committee. A CV for the nominated person must be made available to the committee to assist in the selection process.

Each individual co-opted may sit on the committee for the remainder of the council year but must be co-opted again in each council year.

Members may vote non-members off the committee at any time by majority vote.’
4. The terms of reference do not detail the co-option process for non-members to this committee, nor do they fully explain other considerations that come with the co-option of non-members.

Report

The process

5. Before any non-member is appointed by this committee, the committee should agree in advance a process; this creates transparency, allows all members of the community an equal opportunity to apply to join the committee, it is consistent with democratic principles, and it protects the committee, council and non-members from accusations of favouritism.

¹¹ Section 102(3) of the 1972 Local Government Act.

6. The council already has a procedure for co-opting councillors, and it seems the most appropriate method for appointing non-members. A copy of the procedure is attached, **appendix 8D**.
7. The town clerk is aware this advice is unpopular with some members of this committee, so further advice has been sought from Dorset Association of Parish and Town Councils (DAPTC). The advice from DAPTC's chief executive in 2024 concurred with the town clerk's and is detailed below:

'With regard to the appointment – it is best to have something similar to the process for co-opting councillors. A clear unambiguous step by step guide as to what is required and how appointment will be voted upon.'

8. The advice received from DAPTC's chief executive in 2025 is the same.

Other considerations

9. The committee needs to consider the number of non-members it wishes to appoint. Although up to six non-members can be appointed to the committee, the committee should think about the optimum balance of members versus non-members and the influence non-members can exert over the committee. To some extent this should be informed by the number of councillors on the committee; there are currently nine councillors on this committee.
10. The committee needs to consider how it manages any conflicts of interests that could occur with non-members, e.g., if a non-member represents an organisation that receives funding from the council, and the adverse public perception that could arise out of this.
11. The committee must satisfy itself that any non-member is not disqualified from being a member of a local authority. In summary, a non-member cannot sit on a committee if they:

'hold any paid office or employment (other than the office of chair, vice-chair or deputy chair) to which they have been appointed by the council or any committee or sub-committee of the council, or by a paid officer of the council, or by any joint committee on which the council is represented; or

are the subject of a bankruptcy restrictions order or interim bankruptcy order; or

have within the five years before the day of the election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and had passed on him a sentence of imprisonment of at least three months (whether suspended or not) without the option of a fine; or

have been found guilty of corrupt or illegal practices or were responsible for incurring unlawful expenditure and the court order their disqualification.

are subject to the notification requirements of Part 2 of the Sexual Offences act 2003 (section 81A of the 1972 Act, in England)²

12. The committee needs to be clear that non-members must be excluded from exempt business.
13. Non-members are not included in the council's induction training programme and are not currently subject to other requirements, e.g., the code of conduct, declarations of interests. The town clerk strongly suggests that any non-members appointed to this committee should be expected to comply with the general conditions applicable to elected members.

² National association of Local Councils LTN 7 – Non-councillor member of committees, para 6a to 6e, July 2022.

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

John Wright
Town clerk
July 2026

Dear Councillors

Please find attached my CV as per the paper on the subject of co-option which you are going to consider on Wednesday.

I can confirm that I'm not disqualified as per the criteria set out in the committee paper:

I do not hold any paid office or employment to which they have been appointed by the council or any committee or sub-committee of the council, or by a paid officer of the council, or by any joint committee on which the council is represented;

I am not the subject of a bankruptcy restrictions order or interim bankruptcy order;

I have not been convicted in the UK, Channel Islands or Isle of Man of any offence nor had passed on me a sentence of imprisonment of at least three months (whether suspended or not) without the option of a fine;

I have not been found guilty of corrupt or illegal practices nor was I responsible for incurring unlawful expenditure nor had a court order my disqualification.

I am not subject to the notification requirements of Part 2 of the Sexual Offences act 2003 (section 81A of the 1972 Act, in England)

I would also like to clarify that I am putting my name forward on behalf of Plastic free Lyme Regis.

Thanks & Best Wishes

Grenville

CV Grenville Duncan Barr BSc. FRICS.



Career summary

Commercial manager, Uplyme based building contractor.

Consultant project manager

Director housing association

Property and development manager for corporate employer

Consultant chartered surveyor

BSc in Quantity Surveying Bristol Polytechnic (UWE)

Since retirement

Chair of Plastic Free Regis and Treasurer of Turn Lyme Green

Surfing, swimming, sailing, walking, gardening.

I have enjoyed a varied career managing the development and construction of buildings. From modest social housing to large corporate facilities. In all of these activities consideration of our natural environment has been a key element both for ethical and economic reasons.

I would hope that my experience and profession might be of value to the environment committee of Lyme Regis town Council.

June 2026

To whom it may concern

I am writing to express my interest in serving once again on LRTC's Environment Committee as a coopted representative of Turn Lyme Green.

My CV is attached and I confirm that I am not disqualified from applying:

- I do not hold any paid office or employment to which I have been appointed by the council or any committee or subcommittee of the council, or by a paid office of the council, or by any joint committee on which the council is represented
- I am not the subject of a bankruptcy restrictions order or interim bankruptcy order
- I have not been convicted in the UK, Channel Islands or Isle of Man of any offence nor had passed on me a sentence of imprisonment of at least three months (whether suspended or not) without the option of a fine
- I have not been found guilty of corrupt or illegal practices nor was I responsible for incurring unlawful expenditure nor had a court order my disqualification
- I am not subject to the notification requirements of Part 2 of the Sexual Offences act 2003 9section 81A of the 1972 Act, in England.

I would consider it a privilege to be able to contribute in an advisory or other manner as required to LRTC's environmental agenda.

Yours

Janet Breeze

Janet Breeze

Broad international experience of providing corporate responsibility (CR) and project advice to multinationals, NGOs, governments / international development agencies with particular focus on partnerships

Core skills: report writing, stakeholder engagement, partnership brokerage, training, independent advisory

Experience

2019-present: Voluntary roles

- Member, Turn Lyme Green / Coordinator Lyme Litter picks
- Seaside Store volunteer
- Community Speed Watch volunteer
- River Lim Action Group river monitor
- Chair of Trustees of Boat Building Academy

2015-2019: Policy Officer, Netherlands Embassy (Muscat, Oman) Initiated and ran a number of community projects and established an energy transition forum to promote environmental awareness

2009-2015: Freelance consultant (UK, Netherlands, Oman)

2005-08: IBLF1 Representative and Independent Consultant (Egypt) on CR issues / partnership for community development

2003-05: Senior Consultant, The Corporate Citizenship Company2 (UK)

Specialised in ethical sourcing, supplier communication strategies, risk and site assessment frameworks, employee capacity-building, stakeholder engagement, benchmarking, risk assessments and CR reporting

1995-2003: IBLF Representative and Independent Consultant

Secretary General of India Business & Community Partnership Trust/IBLF (India, 1995-97), IBLF's Turkey representative (1997-2001)

1992-93: Finance & Resources Officer, NACRO3 (UK)

1990-91/94: Assistant Drugs Liaison Officer (Cyprus, India)

1990-91: Researcher N V Consultants (Cyprus)

1986-90: Third Secretary, FCO (UK, Argentina)

1985-86: Translator/Liaison Officer, Control Risks Group (UK)

Relevant Education/Training:

- 2025: Carbon Literacy Training
- 2008: Environmental and Social Risk Analysis, UNEP Finance Initiative
- 1999: Cross-sectoral Partnership Broking, UN Staff College, Italy
- 1998: Social Auditing course, New Economics Foundation
- 1991: Working for a Charity course
- 1984: 2:1 BA Honours Spanish and French, King's College, London University

Interests: Creative writing, culture, travel, tennis, Pilates, walking, gardening

References: on request

1 An international NGO specialising in CR and partnership

2 Now part of SLR Consulting, a leading CR consultancy with major MNC clients

2 Now part of SLR Consulting, a leading CR consultancy with major MNC clients

3 National Association for the Care and Resettlement of Offenders www.nacro.org.uk

Dear Councillors

I would like to put my name forward for co-option to the Environment Committee as per the invitation in the latest edition of Lyme Living. I couldn't find further information on your website so please advise if you need more information. I am putting my name forward on behalf of Dorset Climate Action Network.

Please find attached my abridged CV.

I can confirm that I'm not disqualified to stand for co-option:

I do not hold any paid office or employment to which they have been appointed by the council or any committee or sub-committee of the council, or by a paid officer of the council, or by any joint committee on which the council is represented;

I am not the subject of a bankruptcy restrictions order or interim bankruptcy order;

I have not been convicted in the UK, Channel Islands or Isle of Man of any offence nor had passed on me a sentence of imprisonment of at least three months (whether suspended or not) without the option of a fine;

I have not been found guilty of corrupt or illegal practices nor was I responsible for incurring unlawful expenditure nor had a court order my disqualification.

I am not subject to the notification requirements of Part 2 of the Sexual Offences act 2003 (section 81A of the 1972 Act, in England)

Best wishes

Vicki Elcoate

Vicki Elcoate CV

Amity, Colway Lane, Lyme Regis, DT7 3BG
07982242453

Charity chief executive, environmental campaigner, communications expertise

Since retirement:

Trustee, Dorset Climate Action Network; coordinator River Lim Action group, committee member Dorset Green Party; steering group member Turn Lyme Green

Previous work history:

Officer working for Green MEP for the South East Keith Taylor 2017-2018
Regional field officer, the Green Party of England and Wales 2015-2017

Charities:

Sumatran Orangutan Society
2014 – maternity cover for Director

UK Environmental Law Association
February 2003 – August 2013 Executive Director
Charity aiming to make the law work for a better environment and membership association

Council (now Campaign) for National Parks
Employed December 1992- March 2003, Director 1997-2003

Consultancies (specialist in strategic planning facilitation):

- TB Alert 2011
- Childlink Adoption Society 2006 and 2007
- Wysing Arts 2004

Statutory appointee, South Downs Joint Committee
2003 - 2011

Member appointed by Natural England of the board of the Committee which looked after the South Downs, pending setting up of the National Park Authority on April 1st 2011; member of the Executive Committee with oversight of finances and risk planning

Postgraduate studies:

1991-1992 Postgraduate diploma in advanced environmental practice from Farnborough College of Technology

Independent Television News (ITN) Producer:
1982 - 1991

Degree:
1979-1982 BA (Hons) 2:1 University of Sussex: English literature

Reading Evening Post (Thompson Newspapers):
1976-1979 General reporter and specialist health reporter

Journalist training:
1975-1976 National Council for the Training of Journalists pre-entry course

Updated September 2024

Procedure

Co-option

1. This procedure must be read in conjunction with the council's co-option policy.
2. Following notification from Dorset Council that there are fewer than 14 candidates for an ordinary election or fewer than 10 electors have called for a by-election following a casual vacancy, the full council will be notified, and the co-option process will start.
3. If a casual vacancy occurs within six months of an election, there is no requirement to co-opt a councillor.
4. Following Full Council notification, a public notice will be issued seeking candidates for co-option. The notice will be published in a local newspaper and posted on the council's website and notice board, and on social media. The public notice will give candidates at least two weeks to submit an application for co-option.
- 5.. Those considering applying for co-option will be given the opportunity to meet with the town clerk.
6. Each candidate's application must be accompanied by a qualifying address, a nominator and seconder, and a 250-word supporting statement.
7. Each candidate must also provide a written declaration to certify they meet the eligibility criteria set out in s79 of the Local Government Act 1972 and are not disqualified under s80 of the 1972 Act.
8. Receipt of applications will be confirmed, and candidates will be given a copy of the co-option policy and procedure to appraise them of the decision-making process.

The decision-making process

9. If there is only one candidate for co-option, the applicant is appointed, automatically.
10. if there is more than one candidate, the co-option appointment must be made by the full council. If appropriate, an extraordinary meeting of the full council can be arranged to consider and approve the co-option of a councillor.
11. Candidates will be invited to meet councillors 45 minutes before the start of the Full Council meeting.
12. At the Full Council meeting, applicants will be given the opportunity to give a five-minute presentation on why they are seeking co-option, and to detail their skills and experience.
13. When the candidates have made their presentations, they will be invited to adjourn to the mayor's parlour.
14. The council will vote on and move into exempt business to allow members to consider the candidates and start the process of voting for their preferred applicant.
15. If there are two candidates, members will consider each application and return to open session to vote on their preferred candidate.

The voting processes

16. If there are three or more candidates, a two-stage voting process will be entered into. At the end of stage one, two candidates will remain.
17. At any time in the process and in line with standing orders, members can request either a signed ballot or a recorded vote.

Stage one

18. Stage one of the process takes place in exempt business. The aim of this stage of the process is to reduce the number of candidates to two.
19. Members cast a single vote for their preferred candidate in one or more rounds of voting. The purpose of each voting round is to eliminate the candidate with the lowest number of votes until two remain.
20. At any stage in the process, if more than one candidate has zero votes, they will all be eliminated.
21. For illustration, if five candidates are being considered and more than one candidate has the lowest number of votes, e.g., in the first round of voting candidate A has 3 votes, candidate B has 3 votes, candidate C has 2 votes, candidate D has 2 votes and candidate E has 2 votes, then candidates A and B will go through to the next round and a further vote will take place between candidates C, D and E to establish who has the lowest number of votes. In this instance up to 12 votes will be divided among three candidates.
22. It is possible that a second vote at this, or any, stage of the elimination process may not produce a candidate for elimination, i.e., two candidates could tie with the lowest number of votes (6:3:3) or the three remaining candidates could receive the same number of votes (4:4:4).
23. In the first instance, the candidate with the highest number of votes would go through to the next stage of the process and a further round of voting would take place between the two remaining candidates. If there was a further tie, (6:6) the mayor would exercise their casting vote in favour of their preferred candidate and the remaining candidate would be eliminated.
24. In the second instance, the mayor would exercise their casting vote in favour of a candidate and a further vote would be held between the remaining two candidates.
25. The process will repeat itself until two candidates are left.

Stage two

26. The council will move back into open session; the candidates will be invited back into the council chamber and they will be informed of the council's decision, i.e., who has been eliminated and the two remaining candidates.
27. A vote is taken on the two remaining candidates and the successful co-option candidate approved by resolution of the council.
28. On request, the town clerk will provide feedback to unsuccessful candidates.

Declaration of acceptance of office

29. The successful candidate will be asked to sign their declaration of acceptance of office.

Implementation date: 16 December 2021

Review date: December 2024

Author: John Wright, town clerk

Committee: Environment Committee

Date: 1 July 2026

Title: Carbon Literacy Accreditation/Training Update

Purpose of Report

To provide an update on the requirements for maintaining the council's Carbon Literacy accreditation and to seek member direction on how to progress

Recommendation

Members are asked to note the update on Carbon Literacy accreditation and the referral of this matter to the Strategy and Finance Committee for further consideration, in light of the associated costs and resource implications

Background

1. The council previously achieved Carbon Literacy Silver accreditation, and a recommendation has been made to renew this accreditation.
2. Since that time, updated guidance has been received from the Carbon Literacy Organisation (CLO), confirming that accreditation is now aligned with Standard v2 (March 2024), which introduces additional evidence and delivery requirements.

Report

3. Under the updated standard, organisations must first meet all Bronze accreditation requirements, which include:
 - certification of a Board member or organisational leader as Carbon Literate;
 - delivery of an accredited, organisation-specific training course;
 - certification of at least one additional staff member;
 - a defined plan for future Carbon Literacy activity;
 - a video reflection from an organisational leader; and
 - processes to record and report training outcomes and impact.
4. To achieve and maintain silver accreditation, organisations must then also demonstrate:
 - a substantial proportion of the workforce certified (typically around 40% based on current staffing levels);
 - integration of Carbon Literacy into performance management systems;
 - visible promotion of Carbon Literacy across the organisation; and
 - publication and maintenance of a case study evidencing impact.
5. These requirements are in addition to the previously identified accreditation fee of approximately £2,250 + VAT.
6. Retaining Silver accreditation would therefore require not only a long-term financial commitment, but also significant time and coordination from the operations manager, as the council's only Carbon Literacy trainer, alongside wider staff and councillor engagement and organisational integration to meet and evidence the updated standard.

7. Given the scale of the requirements, and existing operational priorities, it is considered that capacity to deliver and manage this internally would be limited.
8. To ensure compliance with the standard, it is likely that external support would be required, through a suitably qualified provider or specialist organisation, which would incur additional cost.
9. Considering the combined financial and resource implications, this is a matter requiring further financial and strategic consideration before progressing and should be referred to the Strategy and Finance Committee for consideration as part of future budget planning and resource allocation.
10. Any recommendations from this committee will be considered by the Full Council on 22 July 2026

Sam O'Connell
Operations manager
July 2026

Committee: Environment Committee

Date: 1 July 2026

Title: River Lim Action Group Report

Purpose of the Report

To allow members to receive a report from the River Lim Action Group

Recommendation

Members note the report from the River Lim Action Group

Report

1. The River Lim Action Group has provided a report on their latest activities. The report is attached, **appendix 10A**.
2. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

Sam O'Connell
Operations manager
July 2026

River Lim Action update for LRTC Environment Committee, July 1st 2026

Turning the Tide progress

South West Water's Turning the Tide programme aims to reduce sewage discharges into the river Lim to two per bathing season by the end of March 2027. Work seems to be progressing with surveys going on at the proposed storage sites and drains being marked up across the town.

These are the plans:

"We will build 3 new storm tanks in the area to help reduce reliance on storm overflows and improve river and sea water quality. Together these tanks will provide 670,000 litres additional storm storage.

At Horn Bridge the storm tank will provide 100,000 litres of storage. At Jericho the storm tank will provide 90,000 litres of storage.

And at the sewage treatment works an additional 480,000 litres of storm water storage will be installed".

Our calculations show that the new planned storage capacity is just 44.8% of the original planned storage capacity (announced at a briefing in the Town Council offices a year ago). Further questions to SWW have assured us that this is now considered futureproof to 2050, even in peak visitor time/in light of heavier rainfall expected due to climate change. And the cost has been confirmed as up to £20m.

This has only come about because of the re-designation of Church Beach.

It has proved hard to secure information on the highways work needed to carry out sewage and rainwater separation. ***The Town Council might have more information about this as discussions are needed to avoid disruption as far as possible.***

Church Beach water quality and signage

The Environment Agency monitors at designated bathing beaches once a week during the bathing season. So far the results for Church Beach have been good, with no cause for concern about bacterial pollution. So far this season Church Beach has had better results than at Front Beach, where the old issues of poor drainage on the seafront may be causing issues.

The Town Council will want to raise the raised levels of both E.coli and IE at Front Beach on two occasions so far during the bathing season. This could put at risk its good water quality status.

The signage issue has finally been resolved with a welcome intervention from our ward member on Dorset Council. Litter Free Dorset, with public health funding, is preparing a new sign which will give more positive messaging about the steps being taken to improve water quality at Church Beach. This will replace the current sign, and will include the statutory notice and a QR code to up to date information.

RLA monitoring

E.coli pollution

See the graph at the end for the results of RLA *E.coli* monitoring (funded by LRTC) for the last six months. These highlight the ongoing problem of high levels of pollution below Woodmead Road bridge. Samples are taken once a month at four locations.

At the next bathing water quality meeting on July 22 RLA will press SWW and the Environment Agency on the pollution hotspots our monitoring has identified, which are not down to CSO discharges but failing infrastructure and misconnections. Until these causes of pollution are sorted water quality at the bathing beach will prove difficult to improve and maintain.

Riverfly

Our team of Riverfly coordinators take samples from 6 sites on the river every month, identify and count the numbers of eight particular invertebrates. This is guided by the national Riverfly Partnership.

The results from our Headwater site near the source of the river where the water is clear, clean and unpolluted are vastly different from those from sites further downstream. For example, in May, over 1200 invertebrates were recorded at this Headwater site. Contrast this with the Uplyme site where we found only 133. Something is happening between these two sites.

Obviously, many factors can affect the numbers: habitat, the substrate of the river bed, weed, water flow, overhanging tree growth, temperature, nutrient input, road- run off etc but it is also inevitable that other influences may well be contributing to a deterioration in water quality and habitat as we move downstream. Sewage discharges, failing infrastructure and old septic tanks all need some assessment and any problems addressed.

As we move further down from Uplyme, the total numbers of invertebrates decreases even further: for May again, scores are 93, 92 and 79, apart from Haye Bridge with 176.

The Riverfly monitoring provides a real litmus test of real numbers as to how our river deteriorates in quality and habitat as it moves downstream.

MP lobbying

We are meeting Richard Foord MP, Honiton and Sidmouth, later this month. His constituency includes the River Lim in Devon. He is keen to conduct a Riverfly “kick sample” and observe for himself the status of our river.

Invasive Species

The effort to pull out the invasive plant Himalayan Balsam has started later this year because the plant is growing slowly and has been too small to pull out. However regular sessions are now underway and will continue until the flowers on the Himalayan Balsam set seed.

Both Japanese Knotweed and Himalayan Balsam are spreading in the town, which RLA has no capacity to tackle and we urge the Town Council to take action on both of these problems. RLA has offered help with making contact with a JK contractor. LRTC staff are requested again to remove HB where it's accessible.

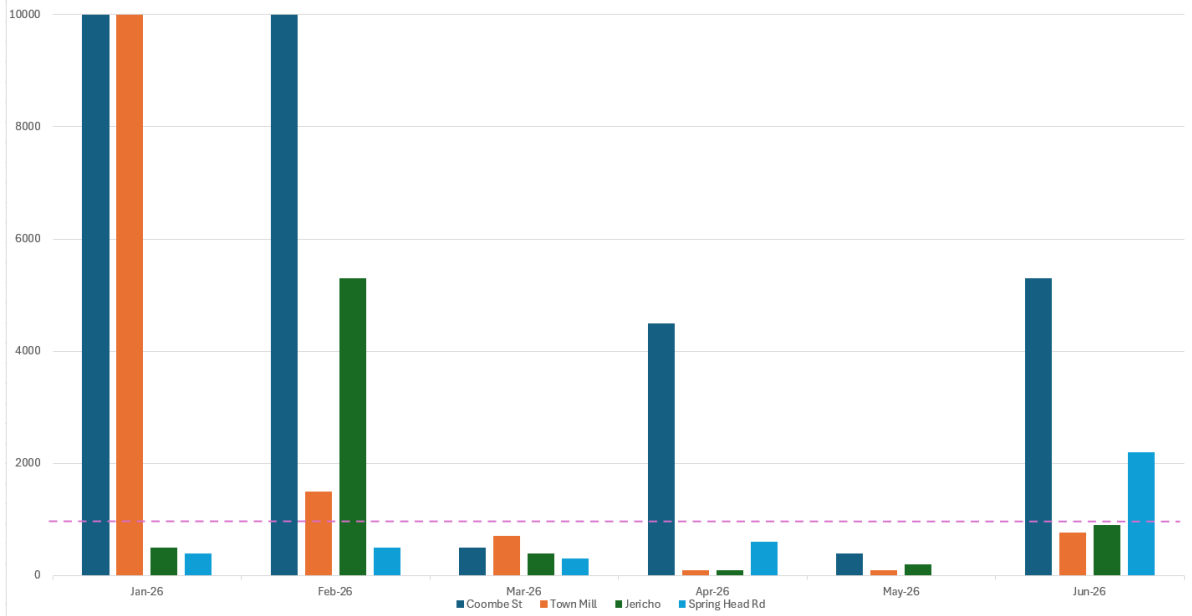
Farm improvements

Following the joint meeting with the Farming and Wildlife Advisory Group (FWAG), RLA and selected farmers and landowners, a further grant is being sought from Farming in Protected Landscapes. This will help in delivering some capital projects identified, like upgrading slurry pits, fencing off vulnerable stretches of river and improving and replacing species rich hedgerows.

River Lim Action co-ordinators 24th June 2026

Up to date River Lim Action E.coli monitoring results (tests funded by LRTC – thank you):

E.coli counts (cfu)/100ml



Monthly *E. coli* readings for the River Lim. The purple dashed line shows the maximum level considered sufficient for bathing in inland waters: ≤ 900 cfu/100ml. (Environment Agency Bathing Water Classification.)