



Lyme Regis Town Council

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**John Wright
Town Clerk**

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Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 4 September 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
29.08.24

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.

Prayers

A prayer will be offered

AGENDA

1. Election of Chairman (Mayor) and Vice-Chairman (Deputy Mayor)

To allow members to select a chairman (mayor) for the remainder of the 2024-25 council year

2. Public Forum

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

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

3. Dorset Council Matters

4. Questions from Councillors

5. Apologies for absence

To receive and record any apologies and reasons for absence

6. 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 as 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.

7. Dispensations

To receive and record any apologies and reasons for absence

8. To confirm the accuracy of the minutes of the Full Council meeting held on 17 July 2024 (attached)

9. Matters arising from the Full Council meeting held on 17 July 2024

To inform members of matters arising from the minutes of the Full Council meeting on 17 July 2024 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

10. Update Report

There are no updates

11. Mayor's Announcements

12. Planning Committee

To receive the minutes of the planning committee held on **23 July 2024**, to note the committee's comments made on planning applications under the power delegated by Full Council, and to note the recommendations made under the chairman and vice-chairman's delegated authority to deal with urgent applications.

13. Planning Committee

To receive the minutes of the planning committee held on **13 August 2024**, to note the committee's comments made on planning applications under the power delegated by Full Council, and to note the recommendations made under the chairman and vice-chairman's delegated authority to deal with urgent applications.

14. Human Resources

To receive the minutes of the extraordinary meeting of the Human Resources Committee held on **24 July 2024**

15. Co-option

To allow members to consider applications from Matthew Denney, John Deary, Dolores Ellen Hollywood-Plant, Daisy Nell Robertson, Lavinia Sonnenberg, Adrian Wood for co-option to the town council

16. Appointment to a council vacancy

To report the resignation of David Ruffle and the process for filling the vacancy

17. Town Bus Service

To allow members to further consider any issues and information relating to the town bus service arising from the decision by Dorset Council to retender the linked school bus contract

18. Office Report

To inform members of the latest position with the agreed relocation of the council offices and the disposal of the existing building and site

19. Dorset Council's 'A Big Conversation'

To inform members of Dorset Council's engagement exercise, 'A Big Conversation', to establish if the town council wants to submit a collective response to the engagement exercise, and to consider delegating any response to the town clerk in consultation with a panel of three members identified by this meeting

20. List of payments

To inform members of the payments made in the months of June & July 2024.

Dorset Council report to Lyme Regis Town Council 4 Sept 2024

1. Local updates

1.2. Dorset Council visits:

1.2.1. Greenspace Ranger

The Senior Ranger for West Dorset is visiting Lyme on 27 August, following the concerns I've been raising and complaints from members of the public I've forwarded to the Greenspace team.

1.2.2. Soft Facilities Manager

Again, following the complaints and photos I've sent about the state of the DC public toilets, the Soft Facilities Manager, is joining the ward meeting with the Deputy Town Clerk and Mayor on 29 August, with a view to agreeing better communication and operational arrangements between the two councils.

1.2.3. Portfolio Holder for Place Services

The planned visit for the new Portfolio Holder for Place Services, Cllr Jon Andrews, on 22 August was rescheduled to 29 August. He will meet the Harbourmaster first then go on a 'Drive and Chat' with me round Lyme and Charmouth rather than a 'Walk and Talk', due to the limited time available.

1.3. Buses and Community Transport options

I'll raise the town bus service, Park and Ride, other cross-border public and community transport issues and the Real Time Information System requests for our bus stops with the Portfolio Holder, as well as again with relevant DC teams.

In the meantime, proposals following residents' requests are being developed with the help of [WATAG](#) (Western Area Transport Group) for consideration later this year and councillors across West Dorset are looking for ways to link existing community transport services more effectively with public transport services.

I have offered the prospect of a low-cost hire of a minibus, potentially as a stop-gap measure with volunteer driver(s), until a replacement town bus service has been agreed and set up.

1.4. Road Safety proposals

I met the Road Safety Manager, Principal Data Engineer and Transport Planner working on various road safety proposals in Lyme on 5 August to clarify the next steps for the 20mph proposal.

1.4.1. 20mph proposal

See update and FAQs attached.

1.4.2. Clappentail Lane – Uplyme Road junction

Work postponed from October last year is scheduled for Friday 6 September and expected to be completed between 8pm to 7am the next day, with a road closure notice in place for 5 days.

Further details of the works and road closure information can be found at [Causeway one.network](#)

However, our Community Highways Team Leader has clarified that double yellow lines will not be part of these resurfacing and relining works, as the Traffic Regulation Order (TRO) has not scored highly enough in the assessment process. I've pointed out – again – the illogicality of repainting the bus stop if parking is not restricted there.

1.4.3. Local Transport Plan 4 'Vision' for Lyme Regis

On 20 August, I met the Transport Planners working on options to improve road safety for pedestrians and reduce vehicle strikes in the Church St, Bridge St and Broad St near Cobb Gate car park area and improve pedestrian safety in the Cobb hamlet area, as well as advising on the development on the overall 'Vision' submitted by LRTC to the Local Transport Plan this year.

They are keen to share their ideas and options with LRTC for consideration, discussion and feedback so I requested details by 9 Sept for inclusion on the TM&H agenda for 19 Sept.

Potentially, the Traffic & Travel Working Group could respond on these options, as part of their development of the agreed overall LRTC 'Vision' for the town, as follows:

[“Our travel and transport vision for Lyme Regis is that, by 2030, it should be a safer, cleaner, more attractive and more accessible place for all of its residents, workers and visitors.”](#)

1.5. Other Traffic Regulation Orders and highway maintenance

[As reported previously, for new councillors benefit, the three TROs currently on Dorset Council's list to restrict thoughtless and dangerous parking, are at:](#)

- [Clappentail – Uplyme Road junction](#)
- [Springhill Gardens – Roman Road junction](#)
- [Sidmouth Road](#)

[We are advised they are unlikely to be actioned given the constraints on Dorset Council's budget and the scoring process.](#)

[Any outstanding requests to Highways are being updated and escalated as necessary, raised with the new Portfolio Holder and submitted to the traffic planners considering](#)

[pedestrian safety and development of the 'Vision', so other TROs may soon be added to the request list, which would then need to attract funding.](#)

In the meantime, please encourage residents and others to report potholes, unsafe pavements, thoughtless parking and near misses to Dorset Council on

<https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/report-a-problem-on-the-road-or-pavement> and/or Dorset RoadSafe on <https://www.dorsetroadsafe.org.uk/> and to me [to add to requests for action.](#)

[The more evidence gathered, the more likely it is that action could follow.](#)

1.6. New Waste and Recycling regulations in 2025 – presentation 30 July and 'Drop-in' session on 24 September

[Matthew Boulter, Service Manager for Commercial Waste, presented details of the new waste and recycling regulations from April 2025 to businesses and councils](#) on Tuesday 30 July in the Guildhall and is kindly returning to answer questions as a 'Drop-in' on Tuesday 24 September from 10.30am to 12.30pm, as part of the Low Carbon Dorset exhibition from Monday 23 to Saturday 28 September.

The Environment Act 2021 brings new commercial waste regulations requiring food waste to be separated and everything to be recycled.

There will be significant issues for our businesses to consider, so the earlier they understand the new regulations and can work collaboratively with both councils to discuss potential community responses, the better.

1.7. Low Carbon Dorset exhibition 23 to 29 September

[The Low Carbon Dorset exhibition from 10 to 23 June, postponed when the General Election was announced, will be held from Monday 23 to Sunday 29 September in the Jubilee Pavilion. It will demonstrate the work of LCD insulating buildings to increase energy savings and retrofitting and/or fitting solar panels for businesses, public and community buildings.](#)

[In Lyme, Low Carbon Dorset is currently working on projects with the Boat Building Academy, the Baptist Church, the Town Mill and the town council.](#)

[LRTC also has the opportunity to exhibit its environmental initiatives and plans, including the Carbon Literate Organisation Silver award, alongside community activities e.g. Community Energy Champions, 2030 Vision and Turn Lyme Green.](#)

[I've organised additional Dorset Council activities or displays as follows:](#)

- Litter Free Dorset has requested a stand to speak to local businesses about the new **Sustainable Business Network**
- **Tues 24 Sept** 10.30am to 12.30pm Waste & Recycling - Dorset Council managers will be available to explain the new waste regulations coming in April 2025
- **Thurs 26 Sept** 10am to 4pm – 'Drop-in' for residents and businesses to share their views, ideas and suggestions on Sustainable Transport, Road Safety and 20mph proposals, Accessibility and Mobility.

I have asked a few officers to support this session either in person or with display materials on LPT4, Active Travel and cycling plans for West Dorset or road safety options but haven't heard back yet.

I hope the new Outreach Officer in the Sustainability team will also be able to join, ideally on Thursday 26 Sept on Sustainable Transport day.

[Volunteers are needed, please, to support volunteers manning the Jubilee Pavilion during the week.](#)

[I look forward to understanding LRTC's plans for displaying Net Zero, adaptation and Nature Recovery actions and plans, as well as the Carbon Literate Organisation \(CLO\) accreditation achievement.](#)

1.7. Carbon Literacy update

The Carbon Literacy Project is excited to promote LRTC's success in gaining Silver level as a Carbon Literate Organisation (CLO), the only parish-level council globally to achieve this. The CLO logo should now be shown on email signatures and the website, with details of the actions so far and plans to reduce emissions by 2023.

Further Carbon Literacy workshops for town and parish councillors and community groups are being planned from October, delivered through [Dorset Climate Action Network](#) as the training provider.

1.8. Early Years provision and Family Hubs

I have lobbied Dorset Council for much better Early Years and pre-school provision in Lyme Regis and area and met the Programme Lead for Family Hubs and the Early Years Lead on 31 July.

The West Dorset area had been identified as lacking in provision so we agreed they would start discussions with St Michael's about the use of the Children's Centre.

There had been some concerns that existing activities there would be closed but this is not the case.

1.9. 'The Big Conversation' public engagement

I attended both the 'Big Conversation' events in Bridport where the public and town and parish councillors were invited to share their views about Dorset Council's priorities and plans. Please encourage everyone to do this online - [A Big Conversation - Dorset Council](#)

2. Dorset Council updates

2.1. Councillor training

Training continues – topics available on request.

Recent and imminent sessions were/are on:

- The new plan for Local Planning Enforcement
- Feedback from 'The Big Conversation' public engagements
- Site visit in Bridport on planning
- Grid capacity
- Audit & Governance roles and responsibilities

2.2. Cabinet and Full Council

The next Cabinet meetings are on **10 September** in Weymouth New Town Hall and **15 October** in County Hall.

They have been moved to the evening to be more accessible to the public and for the new council, which has significantly more younger councillors in employment.

The next Full Council meetings are on **10 October & 5 December** at 6.30pm.

2.3. Current Dorset Council Consultations

Call for Sites – closes 1 October

[Food Waste Collection Service Survey](#) closed 26 August

<https://consultation.dorsetcouncil.gov.uk/>

3. Dorset Councillor 'Surgeries'

Lyme's Community Café at the Hub, Church Street, DT7 3BS, usually fortnightly on Thursdays from 10am to 12pm. Some Tuesdays at the Kiosk.

Saturdays monthly at the Library from 10am to 12pm from 5 October.

Saturdays 10am to 12pm monthly at the Bankhouse Café, Charmouth and Wednesdays 2pm to 4pm, fortnightly at Charmouth Community Library.

4. Neighbourhood Police

The next Community Contact Point with PCSO Kat is on the seafront outside the National Trust shop, Marine Parade on **Friday 6 September** at 10am.

5. Contact Dorset Council

Please contact me on **01305 216511** or cllrbelinda.bawden@dorsetcouncil.gov.uk if there are [Dorset Council](#) matters you'd like to discuss about Lyme Regis and Charmouth, you'd like to volunteer on energy, transport and accessibility, environmental or net zero projects or learn more about being a councillor.

For Town and Parish Councillors and Clerks

This email address townandparishenquiries@dorsetcouncil.gov.uk and telephone number 01305 221046 was set up for the Town and Parish Councillors and Clerks.

For Members of the Public

The webpage [Contact us - Dorset Council](#) has all the details of how to contact Dorset Council, including email - customerservices@dorsetcouncil.gov.uk, online reporting and 'phoning [01305 221000](tel:01305221000).

Opening times are Monday to Friday, 8:30am to 5pm.
For out of hours emergencies call: [01305 221000](tel:01305221000)

Belinda Bawden
26 August 2024

20 mph proposal Update for Lyme Regis Town Council

I was unable to attend the Full Council meeting in July but have listened to the recording. Since then I have met the Road Safety Manager and Traffic Engineers of Dorset Council to discuss the issues raised.

The following updates the 20 mph proposal next steps and attempts to clarify some misunderstandings and concerns from the council meeting.

1. Background

I was elected to Dorset Council as ward member for Charmouth and Lyme Regis in a by-election in April 2022.

One of the issues that was brought to my attention straight away was speeding, with residents asking whether speed restrictions could be put in place in their area for their own and for others' safety. I discussed the options for restrictions, the 20mph policy and application process with Dorset Council's traffic data officer, who recommended setting up Speedwatch monitoring, as evidence of community support.

I spoke to Maria-Lousie Attwood, the Speed Watch coordinator for Dorset Police, and arranged for a briefing to the town council in October 2022. At that meeting, residents from various areas in Lyme Regis attended, including Sidmouth Road, Haye Lane, Pound Road and Timber Hill, urging the town council to support some action on speeding and road safety.

I had also by then already received a petition from residents in Queens Walk, Kingsway, Anning Road and Elizabeth Close to ask for a 20 mile an hour speed limit as many of their pets were being killed or injured by speeding vehicles. They feared for the safety of young children going to St Michael's Primary School and older and less mobile people crossing the road to the community centre at Hallett Court.

I arranged a further briefing of Speedwatch volunteers by Dorset RoadSafe and the SpeedWatch coordinator, then subsequent training sessions and the regular monitoring got underway in 2023. The town council agreed to pay for the monitoring equipment and supplies.

The Speedwatch volunteers have monitored and submitted the data for Sidmouth Rd and Queens Walk every month regularly since August 2023. John Trevena, now a town councillor, took over organisation of the Lyme Speedwatch group and is also helping me get a group going in Charmouth.

The proposal for a town-wide 20 mph application to Dorset Council has been agreed by the town council at several stages and is part of the overall 'Vision' for the town centre developed by the Traffic and Travel Working group and agreed as LRTC's submission to the Local Transport Plan 4.

The town council agreed to commission Dorset Council (DC) to undertake speed surveys in six locations around Lyme Regis in early 2024, based on where residents had been expressing concerns and on DC's assessment of the need for any 20mph proposal to be coherent, especially if it was town-wide.

It was initially thought that an application in June-July of 2024 would be sensible and the town council public survey was timed accordingly for May. However, the once a new administration was elected to

Dorset Council in May and the general election date was announced, town council officers were informed that the initial 20mph application deadline of June-July, was no longer valid.

It is **not** the case, as stated at Full Council, that the 20 mph proposal was developed by the Traffic and Travel Working Group of the Town Management and Highways committee (TMH).

It arose from residents' concerns brought to me as ward member, was progressed by me with Dorset Council and brought to TMH for LRTC approval on several occasions when Town Clerk, Operations Manager and/or I felt there were decisions to be made.

The 20mph proposal for Lyme was only discussed at the Traffic and Travel Working Group to update work already in progress - one of the 'Quick Wins' list - and to agree the timings of proposals requiring town council endorsement e.g. the cost of the speed surveys, the nature and timing of the public survey and the purchase of an additional SIDs device.

2. Concerns raised at Full Council

2.1. Enforcement

It is not the case that a 20 mile an hour speed limit or area would not be enforced. Traffic wardens (Enforcement Officers) enforce parking restrictions. Dorset Police, as others noted in the meeting, are responsible for enforcing speed limits (* see FAQs below)

2.2. Cost of a 20 mile an hour proposal

It is not the case that LRTC would necessarily have to bear the full cost of a 20 mph scheme. Each proposal is considered on its own merits and it is entirely possible that Dorset Council would pay for a scheme in Lyme.

The costs would be estimated once the application had been submitted and assessed. There is still DC budget available for Phase 3 applications in October.

2.3. Risk to Emergency Services responses

Concerns about 20 mph limits putting the emergency services (not subject to speed limits), first responders and RNLI volunteers at risk of being delayed, are common before 20 mph limits are introduced.

However, experience in other areas has proved these fears to be reduced once the schemes are in place when no problems have arisen. (* see FAQs below)

2.4. Bridport's new 20 mph scheme

It was claimed at Full Council that Bridport's new 20mph scheme was chaotic and unpopular. This is not endorsed by Bridport's town councillors. I have spoken to several councillors in Bridport who have not heard that but, indeed, that it is popular and long overdue.

I attended the first of the Dorset Council 'Big Conversations' in Bucky Doo Square the week the new 20mph limits were put in place and saw only very positive comments written by members of the public. Bridport was one of the first phase of schemes approved by Dorset Council.

Phase two schemes have been approved and will go out to public consultation in August.

All schemes are reviewed after six months with speed surveys to compare the results from before the reduction from 30mph to 20mph and with further public consultation.

3. Next Steps

3.1. Review and deep-dive into the data from LRTC's survey

There are a range of responses about the areas where 20mph would be valued, including in some of the 'No' responses, alongside and some very positive suggestions about other measures like one-way systems and parking information signs.

The continuing work of the Traffic and Travel Working Group on bringing LRTC's 'Vision' for the town to life might find useful suggestions in the qualitative responses.

3.2. Potentially offer 2 or 3 alternative 20 mph proposals

Show two or three alternatives in visual i.e. map and brief narrative form to get further community feedback on.

1. School Street areas
2. Area of most residential areas which currently fit the 20mph criteria and have residents asking for speed restrictions
3. Wider town area to include Sidmouth Road and Timber Hill, where residents are calling for a 20mph limit to feel safer as there are few or no pavements.

I'll run each one past Dorset Council's Traffic Engineers to ensure each forms a logical, coherent, acceptable proposal before sharing in public.

3.3. Gather more evidence of support

Ask Lyme residents to indicate support for one of the proposals – door-to-door and at the Sustainable Transport 'Drop-in' on **Thursday 26 Sept** at the Low Carbon Dorset exhibition (23 to 28 Sept).

3.4. Present favoured proposal to LRTC

This could be to Town Management & Highways in September with a view to submitting the application to Dorset Council before October. It is very unlikely any funding from the 20mph budget would be available after this round – Phase 3.

3.5. Submit application in early October

The remains of the DC budget will be allocated to applications submitted in Phase 3, for which the 20mph Panel meets in October.

The selected proposals would then have a DC-run public consultation and TRO (Traffic Regulation Order) before installing the scheme.

If agreed, there would then be a review with speed surveys and further DC public consultation six months after installation.

Belinda Bawden
Green Party Dorset Councillor for Charmouth and Lyme Regis

Frequently Asked Questions on 20mph limits

1. 20mph limits will not be enforced

- a. Police enforce all speed limits and will allocate resources according to those locations which they perceive as having the highest risk. This may or may not be roads which are 20mph – typically not, because they are not the riskiest
- b. It's not relevant because it is the responsibility of the Highway Authority to set local speed limits, not the police. Everywhere that has seen 20mph implemented, rarely with additional enforcement, has seen mean speeds drop – typically by 3mph and often more.

2. Will Emergency and First Responder services be at risk?

No. Emergency vehicles do not have to comply with speed limits. First Responders do express concerns ahead of schemes but those concerns are allayed after implementation. Faversham in Kent, for example, had exactly that situation.

3. What evidence is there that 20mph limits reduces road crash fatalities, emissions or pollution?

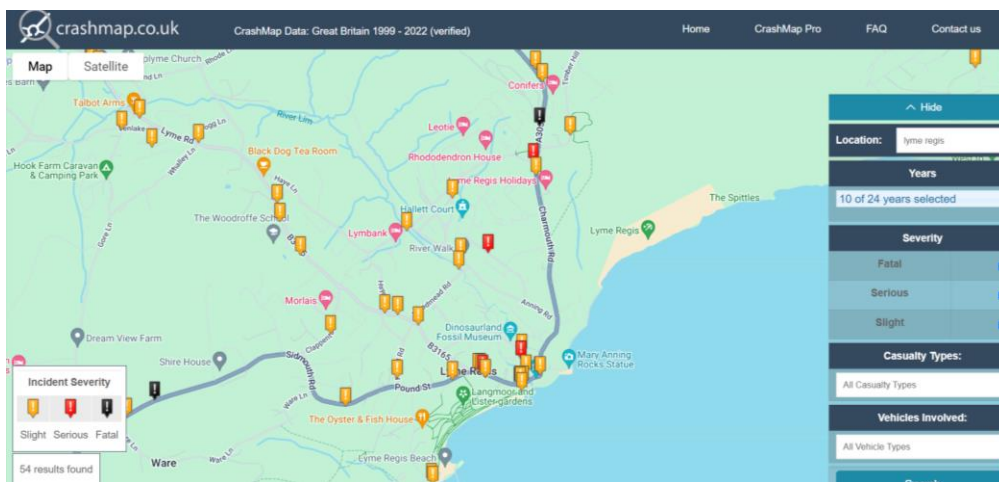
Will Norman, London's Walking & Cycling Commissioner, has posted this data summary from a [research report](#) (May 2024) in London and 39 European cities:

- 37% fall in road crash fatalities
- 18% cuts in emissions
- 2.5 decibel fall in noise pollution
- 7% fall in average fuel consumption



4. What evidence is there of road incidents in Lyme Regis?

The Road Crash Map shows recorded road crashes - [CrashMap - UK Road Safety Map](#)
For the approximate 20mph proposed area, there were 54 incidents recorded for the latest ten years data (2013-2022), so not including the fatality in Broad St in 2023.



In the wider area, the more serious incidents have been on the A35 and main roads:



5. Do 20mph limits increase emissions?

Evidence from the '20 is Plenty' website shows that 20mph reduces emissions by 30% in an urban setting:

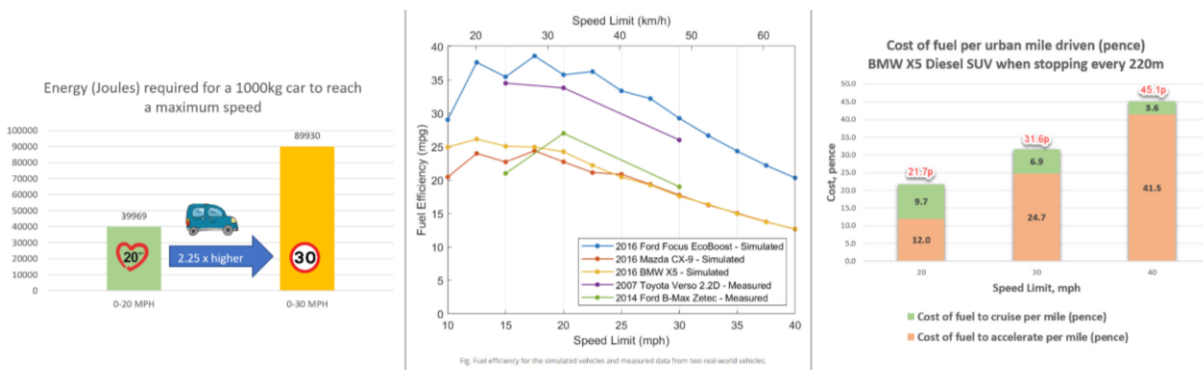
https://www.20splenty.org/20mph_fuel_savings

6. Could 20mph limits reduce fuel costs?

Yes, new [research from Future Transport](#) shows fuel efficiency peaks with speed capped at 20mph.

This "real life" model factors in stop/start urban traffic. Less acceleration saves precious resources as over twice as much energy is required to get to 30mph.

Drivers get up to 10p per mile fuel saving without trips taking longer. That's a 30% saving in urban fuel costs.



7. You can't drive up and down steep hills at 20mph

Not true at all.

8. Hasn't the Welsh government been forced to change their 20mph areas back to 30mph?

No. Wales introduced a national default speed limit of 20mph and is not changing that. At the time, Local Authorities were asked to say which roads they wanted to except and leave at 30mph. In some cases, the LA did not do that with sufficient consideration.

The Welsh government has issued clarification of the guidance about which roads can be increased to 30mph. The bar for raising the limit is quite high and it will be only a few roads – maybe a few hundred km out the 13,000km of 20mph roads in Wales.

Belinda Bawden
Green Party Dorset Councillor for Charmouth and Lyme Regis
26 August 2024

Place and Resources Scrutiny Committee

26 February 2024

20 MPH Policy

1.4. The policy has sought to ensure that 20mph schemes give the maximum benefit for the affected communities within urban areas and village streets that are primarily residential, to ensure greater safety for pedestrians and cyclists and those using a mobility scooter, wheelchair, or similar mobility aid.

1.5. The policy has provided officers with a framework for dealing with community led requests and has also enabled officers to progress 20mph schemes as part of a highway improvement measure and to actively promote 20mph schemes, where appropriate, on new residential housing developments.

5.10 The key to implementing any successful scheme is for it to be delivered in collaboration with education, training, publicity, and enforcement for all road users.

We have developed a new *20mph Toolkit* for DC Members, Parish and Town Councils which provides tools, assets and information needed to conduct successful communication to encourage compliance once a new 20mph scheme has been implemented.

The Road Safety Team will be conducting post implementation speed surveys to establish if the new limits have reduced speeds, collision data reviews and will work closely with DC Members and Parish and Town Councils to understand the community's perception of the new limit.

1. **Enforcement strategy**

- 1.1 DC is the responsible highways authority for setting speed limits with Dorset Police (DP) being responsible for enforcement.
- 1.2 Every new 20mph scheme will have a supporting TRO and DP are always consulted during the making process.
- 1.3 The Dorset Road Safety Partnership (DRSP) which includes the Assistant Chief Constable and Police Crime Commissioner meet on a regular basis with DC. The partnership is actively developing a plan to enhance the level of speed camera enforcement for all speed limits in its drive to improve road safety and meet the aim for Vision Zero.

Last year the Assistant Chief Constable made the following statement:

'Dorset Police would support a reduction in speed limit from 30mph to 20mph where a clear evidenced based approach has been taken, to demonstrate that the measure will initiate a reduction in speed and where possible to quantify and relevant, a related drop in collisions.'

It's important to note that Dorset Police will not be able to supply additional resource to monitor and enforce any proposed reduction in speed limits from 30mph to 20mph, and that operations to do so, would have to be built into existing operational capability.

As with any speed limit, Dorset Police would focus its monitoring and enforcement activity based on risk, and in line with National Police Chief Council guidelines. With 20mph limits, and specifically in line with those guidelines, Dorset Police would only enforce where there is a significant risk from continuous high speeds, i.e. a proportionate approach'.

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 17 JULY 2024

Present

Chairman: The Mayor, Cllr D. Ruffle

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner

Officers: M. Green (deputy town clerk), A. Mullins (support services manager), J. Wright (town clerk)

The mayor, Cllr D. Ruffle read out the town prayer.

The town clerk confirmed Cllr D. Holland had signed his declaration of acceptance of office.

24/28/C Public Forum**K. Gollop**

K. Gollop thanked the council for starting to clean up the town after he had raised areas of concern at a committee meeting. He said there was more to do and he hoped the council would continue cleaning up the areas under its control, although he was aware the town council couldn't improve Dorset Council areas.

K. Gollop congratulated staff for the way they had presented the results of the 20mph speed limit survey, which highlighted how the internet could manipulate the results. He believed petitions to the town council should come from Lyme Regis people.

K. Rohleder

As someone who lived next to the playing field, K. Rohleder spoke about the proposed multi-use games area (MUGA). She was concerned no meaningful consultation had been carried out but she had raised her concerns in a letter to the council. She felt information could have been provided on the council's website and felt there was a lack of detail available about the proposal. She was concerned about the proximity of the MUGA to her property, which was less than the distance recommended by Sport England and Fields in Trust. She was concerned about potential noise, reverberations, and the potential danger to people walking on the nearby path. She said residents in Cloverdale Court had not been consulted on the proposed new location. She felt the MUGA would negatively affect neighbours' lives and asked that their needs were taken into account.

R. Daw

R. Daw also spoke about the proposed MUGA and said he was concerned no consultation had been carried out by those who might be affected by the noise and reverberation. He was concerned the fence wouldn't be high enough to stop balls coming out and that people using the path could be hit. He referred to recommendations from Sport England and Fields in Trust about the distance of MUGAs from properties. He said he experienced noise from the park between 5am and 12pm and felt a MUGA would increase the disturbance and impact on the quality of his life and health.

J. Dover

J. Dover said he was also speaking on behalf of local taxi driver Neville Causley. He hoped the council would look at a composite solution to traffic issues, including speed restrictions and a one-way system. He said Neville had submitted proposals to the Dorset Council ward member and he understood they would be considered by the town council's Traffic and Travel Strategy Working Group. He said the solutions didn't need to cost a lot of money and did not involve Uplyme.

J. Dover also spoke about the Three Cups Hotel. He said the local group formed 15 years ago to progress development of the hotel would like to work with Palmers and the town council to move things forward.

N. Russell

N. Russell spoke about the proposed 20mph speed limit and was concerned the public survey had not been successful in assessing opinion across the town, with Timber Hill not receiving any information about it. She was concerned about the anomaly on one particular day and how this had manipulated the results. She asked for reassurance that the council's Traffic and Travel Strategy Working Group would continue to look at the broader issues and hoped there would be some constructive proposals.

P. Blackshaw (read out by an officer)

P. Blackshaw also spoke about the proposed 20mph speed limit. He said they had previously raised concerns about traffic in the area around Pound Road and Hill Rise Road and the town generally and were disappointed that the expected traffic survey had not happened. He said their main concern was Pound Road as there was no footpath, vehicles travelled at speed, and pedestrians were at risk. He said the local bus service along Pound Road was appreciated and hoped it could become a safe route for road users. He felt a 20mph speed limit was essential for safety and environment reasons and also suggested other speed deterrents in Sidmouth Road and signs at town entrances when car parks were full. He hoped the Traffic and Travel Strategy Working Group would continue to support the speed limit and couldn't understand why anyone would oppose it. He said other towns in Devon had introduced it and businesses had not ground to a halt.

C. Breeze (read out by an officer)

C. Breeze also spoke about the proposed 20mph speed limit and was concerned about the unsatisfactory outcomes of the public consultation as residents' responses had not been extrapolated. He was concerned about the spike in responses on a particular day and felt the impact on the results should not be limited to that one day. He felt the overall outcome of the survey was therefore open to doubt. He said if all visitors were discounted

and all voted against 20mph, the vote in favour would be around 60%. He said a clear indication of the views of residents, businesses and workers in Lyme Regis was needed and he volunteered to go through the responses to establish those in favour or against a 20mph speed limit from these three groups.

J. Breeze (read out by an officer)

J. Breeze also spoke about the proposed 20mph speed limit and said she found the report and findings on the survey unsatisfactory. This was due to the inadequacy of the original survey, the failure to analyse the views of residents only, the failure to neutralise the impact of an anti-climate group's responses, the gaps in postal distribution of the survey, the failure to make allowance to indicate what degree of acceptance there would be if the proposal was amended, the inaccurate map, and the failure to include results of other data which may be relevant to the discussion, such as Speedwatch data. She said given the high level of response to the survey and historical evidence that traffic management was a concern in Lyme, the proposal should form part of a wider discussion.

C. and H. Aylett (read out by an officer)

C. and H. Aylett also spoke about the proposed 20mph speed limit. They said they were residents of Pound Road and had not been aware of the survey. They had suggested speed monitoring could be carried out on their road but it was deemed too dangerous, which confirmed the dangers pedestrians faced due to lack of pavement and narrow passing in places. They said drivers often drove furiously on their way to Holmbush car park and hurled abuse at pedestrians. The junction of Silver Street and Pound Road was also dangerous, with pedestrians having to watch for traffic in three directions or to step into the road to see round the corner, and a narrow pavement along the street. They said the difference between 20mph and 30mph for a vehicle moving through a small town was negligible but the damage to a pedestrian was significantly worse at 30mph. They said emergency vehicles would be exempt from a 20mph limit in an emergency situation. They felt the suggested one-way system for Silver Street/Pound Street/Pound Road would make matters worse if the speed limit wasn't reduced as drivers would go even faster without oncoming traffic. They referred to Bridport where a 20mph limit had been introduced and said Lyme Regis had a greater and more urgent need.

V. Elcoate (read out by an officer)

V. Elcoate also spoke about the proposed 20mph speed limit and said she was in support. She said there was much support locally and she had spoken to people who lived in areas most affected by speeding cars, particularly the Queens Walk area. Where she lived in Colway Lane was a mixed-use road with no pavements but vehicles raced along and it could feel quite dangerous at times. She said a 20mph limit would be popular and in line with other towns and villages where it had become accepted very quickly. She thanked the town council staff for the analysis of the survey results.

A. Coleman (read out by an officer)

A. Coleman also spoke about the proposed 20mph speed limit. She said it would be helpful to have a full analysis of the data and respondents' comments, and to separate visitors' comments from those of residents who lived with the traffic and parking issues all year round. She asked the council to consider a limited 20mph limit along Sidmouth Road between Ware Lane and Holmbush car park as there was no pavement and a significant blind bend requiring pedestrians to walk up the hill on the left-hand side. She said she had been hit twice by car wing mirrors in this area. She said cars tended to speed up the hill and this had been demonstrated during community Speedwatch. She felt 30mph was too fast where there was no pavement and there were many examples of 20mph being used for small stretches, often outside schools.

K. and P. Benfield (read out by an officer)

K. and P. Benfield also spoke about the 20mph speed limit, which they were in favour of as this would protect everyone due to so many narrow roads, lanes and narrow pavements. They said drivers' speeds were increasing so lowering the speed limit would prevent future accidents and injuries. They believed this change would lead to increased safety and quality of life for both residents and visitors and was a change worth supporting.

G. Barr (read out by an officer)

G. Barr also spoke about the proposed 20mph speed limit. He felt this would be a positive thing for Lyme, its businesses and visitors and the environment.

G. Barr gave his compliments and thanked the council staff and employees for the new wildflower areas, which were both beautiful to look at and beneficial to the natural environment.

N. Ball (read out by an officer)

N. Ball said he was concerned about the cleanliness of the town, weeds and the general look. He felt good progress had been made on the gardens but Dorset Council was letting the town down. He had sent photos to Cllr Andrews at Dorset Council and copied in the ward member but assumed with lack of funding, the town council would have to do more of the county's work. He said in the past he had weeded Bridge and Coombe Streets but hadn't this year and they now looked a disgrace. He asked the town council to lean on the councillor for open spaces to get a long-term plan to keep the town a place to be proud of.

24/29/C Dorset Council Matters

Members noted the report.

24/30/C Questions from Councillors

There were none.

24/31/C Apologies for Absence

Cllr J. Trevena – holiday

24/32/C Disclosable Pecuniary Interests

Cllr P. Evans declared a pecuniary interest in agenda item 31, MUGA at Anning Road Playing Field as he was a close neighbour of the proposed site and would leave the meeting for this item.

24/33/C Dispensations

There were none.

24/34/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 27 March 2024

Proposed by Cllr P. May and seconded by Cllr G. Turner, the minutes of the Full Council meeting held on 27 March 2024 were **ADOPTED**.

24/35/C To confirm the accuracy of the minutes of Annual Meeting of the council held on 15 May 2024

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, the minutes of the Annual Meeting of the council held on 15 May 2024 were **ADOPTED**.

24/36/C To confirm the accuracy of the minutes of extraordinary Full Council meeting held on 19 June 2024

Proposed by Cllr P. May and seconded by Cllr M. Ellis, the minutes of the extraordinary Full Council meeting held on 19 June 2024 were **ADOPTED**.

24/37/C Matters arising from the minutes of the extraordinary Full Council meeting held on 27 March 2024, the Annual Meeting of the council held on 15 May 2024 and the extraordinary Full Council meeting held on 19 June 2024

Members noted the report.

24/38/C Update Report

There were no updates.

24/39/C Mayor's Announcements

Members noted the report.

24/40/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr C. Aldridge, it was **RESOLVED** receive the minutes of the meetings held on **30 April, 22 May, 11 June and 2 July 2024**, and to note the committee's comments made on planning applications under the power delegated by Full Council.

It was noted Cllr S. Larcombe was present the meeting on 2 July 2024 and this would be amended at the next committee meeting.

24/41/C Environment Committee

Proposed by Cllr S. Cockerell and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the Environment Committee held on 26 June 2024 and adopt the recommendations, as follows:

24/13/ENV – Carbon Literacy Organisation Accreditation

RESOLVED: that the council publicises its silver level Carbon Literacy accreditation as much as possible on council website and in any other appropriate ways.

RESOLVED: that the council looks into further carbon literacy training for new members and new employees to keep the silver accreditation up to standard.

RESOLVED: that the council includes Little Green Change's logo and information on the town council website.

24/80/ENV – Lithium Ion Battery Safety of eBikes and eScooters Parliamentary Bill

RESOLVED: that the town council responds in support of the Lithium Ion Battery Safety of eBikes and eScooters Parliamentary Bill and to query why it only included bikes and scooters and not vehicles.

24/42/C Human Resources Committee

Proposed by Cllr G. Stammers and seconded by Cllr C. Aldridge, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 29 May 2024 and adopt the recommendations, as follows:

24/11/HR – Health and Safety Committee membership

RESOLVED: that Cllrs G. Stammers and P. May are the member representatives on the Health and Safety Committee.

24/12/HR – Civility and Respect Agenda and External Support

RESOLVED: to ask officers to bring a report to the Full Council meeting on 17 July 2024 to allow members to consider the council's position with regard to the Civility and Respect agenda.

RESOLVED: to set up a panel consisting of the mayor, deputy mayor and chairman of the Human Resources to work in conjunction with the town clerk to finalise the specification and agree the appointment of consultants to undertake organisational development work with the council.

RESOLVED: to ask the town clerk to write a letter to the MP to increase cross-party awareness of the Civility and Respect project.

24/13/HR – Pay Grade of Administrative and Community Engagement Assistant Post

RESOLVED: that the council approves a change in the pay grade of the administrative and community engagement assistant post to spinal column point 10 to 13.

24/14/HR – Sabbatical Request

RESOLVED: that the council approves, subject to an agreement to be set in place by officers and subject to there being no extra cost to the council, an unpaid four-month career break for postholder 218 from October 2024.

RESOLVED: that officers draft a policy on career breaks to be considered by the Human Resources Committee.

24/88/HR – Equivalent Hours Request

RESOLVED: to approve the equivalent hours request from postholder 215.

24/43/C Strategy and Finance Committee

Proposed by Cllr P. May and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 3 July 2024 and adopt the recommendations, as follows:

24/11/SF – Cash and Cheque Handling Policy and Procedure

RESOLVED: to approve the cash and cheque handling policy and procedure.

24/12/SF – The Annual Review of the Fixed Asset Register

RESOLVED: to approve the fixed asset register.

24/14/SF – Wedding Package Prices

RESOLVED: to agree charges for wedding packages at the Guildhall as follows:

- All inclusive (chair covers, chair sashes, LED candles, fairy lights, table centrepiece, table runner, beach hut) – £99
- Chair covers – £2 each
- Chair sashes – £1 each
- LED candles – £5
- Fairy lights – £5
- Table centrepiece – £10
- Table runner – £2

24/15/SF – List of Payments

RESOLVED: to approve the schedule of payments in May 2024 for the sum of £220,435.62.

24/44/C Tourism, Community and Publicity Committee

Proposed by Cllr P. Evans and seconded by Cllr c. Reynolds, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 19 June 2024 and adopt the recommendations, as follows:

23/91/TCP – Sculpture Trail Working Group Membership

RESOLVED: to integrate the sculpture trail working group into the gardens working group.

23/92/TCP – eat:Lyme Regis

RESOLVED: that the council does not support eat:Lyme Regis.

23/93/TCP – Free Parking Days

RESOLVED: to agree the non-charging date in Lyme Regis car parks as Monday 23 December 2024.

23/94/TCP – Request for Funding – Fireworks

RESOLVED: to contribute a total of £4,000 towards the cost of the summer and autumn fireworks' displays.

24/45/C Town Management and Highways Committee

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 5 June 2024 and adopt the recommendations, as follows:

24/11/TMH – Traffic and Travel Strategy Working Group membership

RESOLVED: to appoint Cllrs C. Aldridge, S. Cockerell, P. May, B. Bawden, G. Caddy and M. Ellis to the Traffic and Travel Strategy Working Group.

24/12/TMH – Lyme Regis Proposed Speed Measures

RESOLVED: to use some of the budget set aside for recommendations from the Traffic and Travel Strategy Working Group to fund additional speed indicator devices for Sidmouth Road at a cost of up to £5,500 and a further speed survey by Dorset Council in Sidmouth Road at a cost of £295, and if necessary, to refer this back to the working group.

24/13/TMH – CCTV Policy and Documents Review

RESOLVED: to approve the CCTV policy and documents.

24/14/TMH – Gazebo Refurbishment

ORIGINAL MOTION: to ask officers to obtain further quotes for the replacement and removal of the rear and side panels of the gazebo, and to also investigate a structure made of cob.

The town clerk said he had followed this up with the operations supervisor, who believed the council's external works' team could carry out the repairs to the gazebo for less than £5,000 and he recommended this option was taken forward.

SUBSTANTIVE MOTION: Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** that the council's external works' team carries out repairs to the gazebo.

24/16/TMH – Marine Parade Shelters' Roof Glass Panels

RESOLVED: to replace glass panels in the roof of the Marine Parade Shelters as unbudgeted expenditure in 2024-25 due to health and safety concerns.

24/17/TMH – Bowls' Club Advertising

RESOLVED: to approve the request for advertising on the bowls club wall.

24/18/TMH – Candles on the Cobb Management Committee

RESOLVED: to approve the setting up of a committee for the management of the Candles on the Cobb Pavilion, to include the council's appointed representative Cllr P. Evans, a representative from Lyme Regis Youth Football, a representative from the original Candles on the Cobb Pavilion group, and to seek one other member from the local community; to invite a representative from St Michael's Primary School to attend; and for the committee to be served by an officer of the council.

24/20/TMH – Outdoor Gym Equipment

RESOLVED: to accept the quote from Fresh Air Fitness for the installation of outdoor gym equipment.

24/21/TMH – Harbour Store Tenders

RESOLVED: to instruct officers to have further discussions about the Harbour Store with the two lowest tenderers and to take a report to the Full Council on 17 July 2024 for a final decision.

24/46/C To receive the minutes of the Gardens Working Group meeting held on 2 July 2024

Cllr P. May said he would like to join the working group.

Proposed by Cllr D. Ruffle and seconded by Cllr G. Stammers, it was **RESOLVED** to appoint Cllr P. May to the Gardens Working Group.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the Gardens Working Group meeting held on 2 July 2024 were **RECEIVED**.

24/47/C Appointments to Council Committees

Proposed by Cllr D. Ruffle and seconded by Cllr P. Evans, it was **RESOLVED** to appoint Cllr S. Larcombe to the Environment Committee, Human Resources Committee, Planning Committee, Tourism, Community and Publicity Committee and Town Management and Highways Committee and to appoint Cllr D. Holland to the Tourism, Community and Publicity Committee.

24/48/C Appointments to External Bodies 2024-25

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, it was **RESOLVED** to appoint Cllr S. Larcombe to the Charmouth Road Allotments Association as a liaison member and Cllr P. Evans to the Barfleur Twinning Association as a participating member.

There was no member representative for the Rural Market Town Group.

24/49/C Governance Arrangements, the Civility and Respect Agenda and the Appointment of Consultants to Undertake a Cultural and Behavioural Change Programme

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, members **RESOLVED** to integrate the Civility and Respect agenda and any changes in governance arrangements into the cultural and behavioural change programme.

24/50/C Monitoring Officer Report

Several members commented on the contents of the report and it was noted.

24/50/C Releasing Further Objectives

A member asked if there was any spare budget to provide funds to the parish church to replace the flagpole.

The town clerk suggested the church came to the council with a request and it was considered during the 2025-26 budget-setting process.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, it was **RESOLVED** to undertake the following priority 2 objectives in 2024-25: addition of King Charles to chains; west and east store doors; improve welcome signs; electronic noticeboards; and £5,000 for solar panels on council buildings; a total sum of £27,124.

24/51/C Operations Manager Recruitment

A member suggested there was a reference to maintaining carbon literacy status and carbon literacy initiatives in the job description.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members **RESOLVED** to approve the proposed changes to the operations manager's job description and person specification, with a further amendment to include a reference to maintaining carbon literacy status and carbon literacy initiatives.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to approve the timetable for the recruitment of the operations manager.

Proposed by Cllr D. Ruffle and seconded by Cllr G. Stammers, members **RESOLVED** to appoint Cllrs M. Ellis and D. Ruffle to be part of the recruitment process.

24/52/C 20mph Speed Limit

Several members were concerned about how the 20mph limit would be enforced, that moving more slowly would increase pollution, how emergency services personnel would travel to their homes and the stations, and they felt it was difficult to drive more than 20mph in the town anyway.

The town clerk said the 20mph limit would not be enforced; it was for information and to prick people's conscience into driving slower. He said this had been made clear from the start so as not to raise expectations.

A member said she hoped the Traffic and Travel Strategy Working Group would be able to use the qualitative data to progress ideas. She added that the results of the survey should be considered alongside other data, such as Speedwatch data, to do more work on the proposed 20mph scheme.

It was pointed out the results showed a lot of residents would be in favour of 20mph outside schools but there was already a 20mph limit outside Woodroffe School.

The town clerk said the 20mph proposal was a town council initiative but it was Dorset Council (DC) which would agree it or not. One of the things DC would look for was significant community support. If it was a priority scheme, DC would fund it, but if not, the town council could consider funding it. His assumption was Lyme Regis would not be a priority.

Proposed by Cllr D. Ruffle and seconded by Cllr C. Reynolds, members **RESOLVED** to instruct officers to seek advice from Dorset Council to consider revising the extent of the 20mph scheme following the public consultation.

24/53/C Extraordinary Meeting of the Human Resources Committee

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

(Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

24/54/C Cemetery Lodge Tenders

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

24/55/C Harbour Store Tenders

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

24/56/C Boylos Watersports – Lease Assignment and Rent Review

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

24/57/C Town Bus Service

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

24/58/C MUGA at Anning Road Playing Field

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular

person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

The meeting was adjourned for a break at 8.51pm.

The meeting resumed at 8.59pm.

24/59/C Exempt Business

a) Extraordinary Meeting of the Human Resources Committee

Proposed by Cllr G. Stammers and seconded by Cllr P. May, members **RESOLVED** to approve an extraordinary meeting of the Human Resources Committee (HRC), probably on 24 July 2024, to assist in the consideration and determination of a member complaint.

b) Cemetery Lodge Tenders

The deputy town clerk said discussions had already taken place with the lowest tenderer and it was possible to achieve modest savings.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to formally accept the lowest tender received, from Minster Building Contractors Ltd, in the adjusted sum of £121,345.52 ex VAT, for those works to the cemetery lodge, Lyme Regis set out in the relevant tender documentation and to approve the submitted programme of works, commencing in early-October 2024 and completing in mid-March 2025.

c) Harbour Store Tenders

The deputy town clerk said the lowest tender was over the approved budget but there was no scope to reduce it without making decisions which were not good asset management. However, savings had been made on solar panels.

The deputy town clerk said the contractor recommended by officers was the second lowest tender, but with an earlier start date and a programme of works at least one month shorter.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to formally approve Bagwells Ltd as the selected contractor for the harbour store project at a cost of up to £158,994.38 excluding VAT; to note the cost overspend as compared with the approved budget of £125k and instruct officers to endeavour to minimise the actual build cost and to maximise any available external and other funding towards the costs of elements of the build, such as the intended roof-mounted PVs and battery back-up system; and to note the intended build programme and approve a commencement on 5 August 2024 to achieve best programme 'fit' with other projects, such as the office move to St Michaels Business Centre.

d) Boylos Watersports – Lease Assignment and Rent Review

The deputy town clerk said since the report was written, Boylo's had accepted an offer from Jurassic Coast Photography and would ask the council to consider the reassignment of the lease on that basis.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members **RESOLVED** to approve the early renewal and assignment of the lease for Boylos Watersports, to Daniel Bowstead trading as Jurassic Coast Photography with effect from 1 September 2024, subject to the council's reasonable legal and other costs being met, the receipt of satisfactory trading references, and the introduction of the reviewed rental figure of £24,500 p.a. with effect from 1 June 2024.

e) Town Bus Service

The chairman brought this item forward on the agenda.

The deputy town clerk said he had made enquiries with the current operator and the cost of operating a town bus would be £97k, compared with the £15k the council currently paid. He said when the name of the new school bus contractor was known, he would make contact with them to ask if they would be willing to operate a town bus service and if they had a suitable vehicle. If so, it would then be a matter of price and registering with the Traffic Commissioner.

It was suggested a request could be made to DC to help with funding for the town bus service as it funded a park and ride in Bridport.

It was agreed a press statement would be issued to let people know what was happening but also that the town council was doing its best to find a replacement.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** that given the fluidity of the situation, the council authorises the town clerk, in consultation with the mayor, deputy mayor and chairman of the Town Management and Highways Committee, to agree any reasonable short-term measures to secure continuity of the town bus service, with a further report to the next Full Council meeting.

Cllr P. Evans left the meeting at 9.16pm in line with his declaration of pecuniary interests.

f) MUGA at Anning Road Playing Field

Members discussed the two proposed sites for the MUGA and the potential to level the football pitch.

Cllr S. Larcombe left the meeting at 9.22pm due to a pecuniary interest.

The deputy town clerk said lead times of all potential contractors were around two months and prices were below the approved budget. The quotes were site specific and more groundworks would be required for the roadside site.

The deputy town clerk said members were not in a position to accept a tender at this meeting but if they would like to progress the project before September, officers would need a resolution where the principle and location was agreed and authority was delegated to others to agree the precise details, subject to keeping members' informed.

Proposed by Cllr C. Reynolds and seconded by Cllr C. Caddy, members **RESOLVED** to agree the roadside location for the multi-use games area and for officers to agree the final specification in consultation with the major and the chairman of the Town Management and Highways Committee.

The meeting closed at 9.40pm.

DRAFT

Committee: Full Council

Date: 4 September 2024

Title: Matters arising from the minutes of the Full Council meeting held on 17 July 2024

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 17 July 2024 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

Recommendation

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

Report

24/46/C – To receive the minutes of the Gardens Working Group meeting held on 2 July 2024

The next meeting of the Gardens Working Group will be held on 6 September 2024.

24/48/C – Appointments to External Bodies 2024-25

The Allotments Association and the Barfleur Twinning Association have been informed who their new member representatives are.

24/49/C – Governance Arrangements, the Civility and Respect Agenda and the Appointment of Consultants to Undertake a Cultural and Behavioural Change Programme

Further meetings are taking place with the three consultants discuss their proposals for the cultural and behavioural change programme. The consultants have been asked to refine their proposals to put the emphasis on the design and implementation stages of the programme, rather than the analysis.

It is intended the work with members will start in the autumn.

24/51/C – Operations Manager Recruitment

Recruitment for the post of operations manager started on 18 July 2024, with a closing date for applications of midday on 12 August 2024. Eleven applications were received by the deadline, as well as two late applications. Six people were invited to interview on 16 August 2024 but two withdrew from the process on the morning of the interviews, so four were interviewed.

Following Cllr D. Ruffle's resignation, Cllr P. Evans replaced him on the interview panel, along with Cllr M. Ellis, the town clerk and the support services manager.

The panel appointed Adrian Turner, who will join the organisation on 2 September.

24/52/C – 20mph Speed Limit

Officers have contacted the relevant officers to Dorset Council to discuss the extent of the 20mph scheme and how it can be taken forward. The officers concerned are currently on annual leave, but a Teams discussion has been promised on their return.

24/59/C – a) Extraordinary Meeting of the Human Resources Committee

The meeting took place on 24 July and the minutes are elsewhere on this agenda and will be presented to this meeting in the usual way.

24/59/C – b) Cemetery Lodge Tenders

Minster Building Contractors Ltd, have been appointed as the contractor for these works as agreed at the last meeting of this committee. Their confirmed programme of works commences in early-October 2024 and completes in mid-March 2025.

Other preliminary work is ongoing, including Dorset Council's consideration of the building regulations application, some further structural analysis relating to the planned roof works and the submission of the required planning application.

Minor changes to the initial specification are likely to result in cost savings of around £1000 in the first instance.

The decision by Dorset Council to include the cemetery site and buildings on the list of 'Local Heritage Assets' is not thought to affect the planned works in any way.

24/59/C – c) Harbour Store Tenders

Bagwells Ltd have been appointed as the contractor for these works and commenced on site on 5 August 2024 as indicated in their programme.

Works are progressing well to date, the roof has already been stripped and re-battened, door and window openings formed and planned work to the floor is well underway. An unexpected metal pipe has been unearthed beneath the floor and this is being investigated.

The results of the Radon testing have proved 'negative', so some minor savings of around £1200 can be made by avoiding the impermeable membrane and ventilation otherwise required. In addition, about £7000 has been saved by changes to the specification for the roof-mounted PV system.

Works to date are on programme for the planned early November completion.

24/59/C – d) Boylos Watersports – Lease Assignment and Rent Review

The new lease and its approved assignment to Daniel Bowstead trading as Jurassic Coast Photography, is with the council's solicitor and the planned date for the change of tenant is 1 October 2024. This is one month later than the date reported to the last meeting but is the date as agreed between the tenants for the transfer to take place.

24/59/C – e) Town Bus

This is the subject of a report elsewhere on this agenda.

24/59/C – f) MUGA at Anning Road Playing Field

Further site meetings have taken place, and a detailed report will be taken to the meeting of Town Management and Highways on 18 September.

John Wright
Town clerk
August 2024

**Lyme Regis Town Council
Mayor's Announcements for Cllr David Ruffle and Cllr Philip Evans
Meeting held on 4 September 2024**

Thursday 11 July	Attended a meeting of the Lyme Regis/St George's Twinning Association at the Woodmead Halls.
Saturday 13 July	Along with the mayoress, opened Lyme Morris Day and greeted the morris sides taking part.
Thursday 18 July	Along with the mayoress, attended the unveiling of a new noticeboard at Lyme Regis Bowls Club.
Wednesday 24 July	Along with the mayoress, deputy mayor and mayoress, civic party and members of the Lyme Regis/St George's Twinning Association took part in the annual Somers Day Parade with guests from St George's and Hamilton, Bermuda, followed by lunch at Lyme Regis Golf Club.
Thursday 25 July	Along with the mayoress, attended Shaftesbury's civic day.
Saturday 27 July	Along with the mayoress, opened Lyme Regis Lifeboat Week 2024, also joined by television presenter Jules Hudson.
Sunday 28 July	Along with the mayoress, presented the prizes to the winners of the Lifeboat Week Fun Run.
Friday 2 August	Along with the mayoress, attended the Irene Roper duck race during Lifeboat Week and presented the prizes to the winners. In the evening, along with the mayoress, attended the fireworks' display for the opening of Regatta and Carnival Week.
Saturday 3 August	Along with the mayoress, led the torchlight procession during Regatta and Carnival Week.
Thursday 8 August	Along with the mayoress, deputy mayor and mayoress, hosted my civic day. We did fossil polishing in the shelters, visited the Mary Anning statue, and attended the duck race along the River Lym, followed by lunch at the Power Boat Club. After lunch we had a talk about the history of Lyme Regis from town crier Alan Vian, and a talk about fossils from Lyme Regis Museum's engagement and collections officer, Natalia Jagielska.
Saturday 10 August	Along with the mayoress, reviewed the entries into the Carnival Parade, before leading the procession to Cobb Square.

The following engagements were carried out by the deputy mayor, Cllr P. Evans.

- Wednesday 14 August Along with the mayoress, attended the return of the eRIB to Lyme Regis Harbour and met with and had photographs with 18-year-old skipper Harry Besley.
- Friday 16 August Along with Cllr M. Ellis, the town clerk and support services manager, carried out the operations manager interviews.

LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 23 JULY 2024

Present:

Chairman: Cllr G. Turner

Members: Cllr C. Aldridge, Cllr S. Larcombe, Cllr P. May, Cllr J. Trevena.

Officers: M. Green (deputy town clerk), A. Shepherd (administrative assistant)

Absent: Cllr S. Cockerell

24/170/P Public Forum

There were no members of the public present who wishes to speak.

24/171/P Apologies for Absence

There were none.

24/172/P Minutes

Proposed by Cllr P. May and seconded by Cllr C. Aldridge the minutes of the meeting held on 2 July 2024 were **ADOPTED**.

24/173/P Disclosable Pecuniary Interests

There were none.

24/174/P Dispensations

There were none.

24/175/P Member planning recommendations

Noted.

24/176/P Matters arising from the minutes of the Planning Committee held on 2 July 2024.

There were none.

24/177/P Update Report

There were none.

24/178/P Planning and Licensing Applications

1. [P/HOU/2024/03224](#) (Received 8.7.24)
HOUSEHOLDER PLANNING PERMISSION
First floor side extension with pitched roof over existing single storey extension.
Rose House Ferndown Road Lyme Regis DT7 3DN

*The town council recommends **approval** of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the Conservation Area or heritage assets.*

2. [P/FUL/2024/00833](#) (Received 11.7.24)
FULL PLANNING APPLICATION
Notification of Appeal
Change of use from care home (C2) to hotel (C1)
Lyme Regis Nursing Home 14 Pound Road Lyme Regis DT7 3HX

The members of the Planning Committee discussed whether to add to their initial comments but decided to leave them as they were.

Cllr S. Larcombe abstained from voting.

24/179/P Amended/Additional Plans

There were none.

24/180/P Withdrawn Applications

There were none.

24/181/P Planning Decisions

Noted.

24/182/P Planning Correspondence

Noted.

The meeting closed at 7:40pm

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 13 AUGUST 2024**

Present:

Chairman: Cllr G. Turner

Members: Cllr S. Cockerell, Cllr S. Larcombe, Cllr P. May.

Officers: M. Green (deputy town clerk), A. Shepherd (administrative assistant)

24/170/P Public Forum

W. Davies, objected to application P/FUL/2024/04204 due to the proximity of the proposed development to neighbouring properties, because the futuristic design is not in keeping with the surrounding properties, water run off during peak deluge, and the reflective material proposed for the roof.

M. McLaren, objected to application P/FUL/2024/04204 due to the size of the proposed development, proximity to the boundaries of neighbouring properties and water run off during peak deluge.

24/183/P Apologies for Absence

Cllr C. Aldridge

24/184/P Minutes

Proposed by Cllr P. May and seconded by Cllr G. Turner the minutes of the meeting held on 23 July 2024 were **ADOPTED**.

24/185/P Disclosable Pecuniary Interests

There were none.

24/186/P Dispensations

There were none.

24/187/P Member planning recommendations

Noted.

24/188/P Matters arising from the minutes of the Planning Committee held on 23 July 2024.

There were none.

24/189/P Update Report

There were none.

24/190/P Planning and Licensing Applications

1. P/FUL/2024/03845 (Received 24.7.24)

FULL PLANNING APPLICATION

Proposed mixed-use redevelopment of derelict Regent Cinema, to create: 2 no. 4/5 bedroom semi-detached houses with under-croft parking to rear (the 'auditorium') - conversion and reconfiguration of upper floors of remaining cinema building to form single dwelling - creation of 2 no. retail units to the ground floor of existing cinema building - demolition of single-storey building to east of the site - miscellaneous alterations to existing auditorium walls and boundary treatments.
Site Of Regent Cinema Broad Street Lyme Regis DT7 3JB

*The town council **recommends approval** of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the Conservation Area or heritage assets. The amended application also takes into consideration earlier recommendations from this committee.*

2. P/LBC/2024/03852 (Received 24.7.24)

LISTED BUILDING CONSENT

Proposed mixed-use redevelopment of the derelict Regent Cinema, to create: - 2 no. 4/5 bedroom semi-detached houses with under-croft parking to the rear (the 'auditorium') - conversion and reconfiguration of the upper floors of the remaining cinema building to form a single dwelling - creation of 2 no. retail units to the ground floor of the existing cinema building - demolition of single-storey building to east of the site - miscellaneous alterations to existing auditorium walls and boundary treatments
Site Of Regent Cinema Broad Street Lyme Regis DT7 3JB

*The town council **recommends approval** of the application because it is sympathetic to the Conservation Area heritage assets, meets modern day building regulation standards, and has no adverse impact on the integrity or appearance of the listed building or residential amenity of neighbouring properties. The amended application also takes into consideration earlier recommendations from this committee.*

3. P/FUL/2024/04204 (RECEIVED 1.8.24)

FULL PLANNING APPLICATION

Erect new dwelling with car port on garden west of Highlands
Highlands Greenway Lyme Regis DT7 3EY

*The town council **recommends refusal** of the application because the overbearing nature and scale of the proposed design is not in keeping with the character or scale of existing neighbouring properties. The proximity to the neighbouring property and the overbearing nature of the proposed development would result in a loss of residential amenity and an unacceptably adverse impact on the privacy of the neighbouring property.*

4. P/NMA/2024/03847 (RECEIVED 5.8.24)

NON MATERIAL AMENDMENT

Non material amendment to approved P/FUL/2023/05206 (Refurbishment and modifications to existing ground floor flat including demolition of rear corridor link and utility room and replacement with new) to not render the whole of the exterior front and keep the majority of it exposed to show the original stone.
Ground Floor Flat Cobb House 21 Marine Parade Lyme Regis DT7 3JF

*The town council **recommends refusal** of the application because of the size of the proposed development and the unacceptable adverse impact of the residential amenity of neighbouring properties.*

24/191/P Amended/Additional Plans

There were none.

24/192/P Withdrawn Applications

There were none.

24/193/P Planning Decisions

Noted.

24/194/P Planning Correspondence

Noted.

The meeting closed at 19:40pm

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 24 JULY 2024

Present

Chairman: Cllr G. Stammers

Members: Cllr M. Ellis, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr J. Trevena, Cllr G. Turner

Other members: Cllr D. Ruffle, Cllr S. Cockerell

Officers: M. Green (deputy town clerk)

24/16/HR Public Forum

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

24/17/HR Apologies

Cllr C. Aldridge – prior commitment

24/18/HR Disclosable Pecuniary Interests

There were none.

24/19/HR Dispensations

There were none.

24/20/HR Determination of a Member Complaint

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

24/21/HR Exempt Business

a) Determination of a Member Complaint

There was debate about the council's existing policies, procedures, terms of reference and scheme of delegation as they related to this matter and whether they were entirely fit for

purpose or needed to be reviewed. There was general agreement that this should be the subject of further consideration at a future meeting.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** (for retrospective approval) the appointment of a member panel comprising Cllr M Ellis, Cllr S. Larcombe and Cllr J. Trevena with a remit to consider the findings of South West Councils into a member complaint and to decide what action should be taken in response to that complaint.

The meeting closed at 8.04 p.m.

Committee: Full Council

Title: Co-option

Date: 4 September 2024

Purpose of Report

To allow members to consider applications from Matthew Denney, John Deary, Dolores Ellen Hollywood-Plant, Daisy Nell Robertson, Lavinia Sonnenberg, Adrian Wood for co-option to the town council

Recommendation

Members consider applications from Matthew Denney, John Deary, Delores Ellen Hollywood-Plant, Daisy Nell Robertson, Lavinia Sonnenberg, Adrian Wood for co-option to the town council and make an appointment

Background

1. On 7 July 2024, Claire Prichard resigned from the town council.
2. Dorset Council's electoral services team were notified of the resignation and on 10 July 2024 issued a Notice of Vacancy in Office of a Councillor. The notice stated:

'If within 14 days after the date of this notice (i.e. no later than 30 July), a request for an election to fill the vacancy is made either in writing to the Returning Officer, Electoral Services, Dorset Council, County Hall, Dorchester, Dorset, DT1 1XJ or by email to elections@dorsetcouncil.gov.uk by TEN electors for the Town, an election will be held to fill the vacancy, otherwise the vacancy will be filled by co-option.'
3. On 31 July 2024, Dorset Council's electoral services team notified the town council that the 'call for election' did not have the support of ten electors and, as a consequence, the vacancy would be filled by co-option.

Report

4. On 7 August 2024, a public notice was issue for the co-option of a councillor and four applications were received on or before the closing date 12noon, Wednesday 28 August 2024.
5. The public notice asked applicants to submit statements supporting their applications, these are attached:

Matthew Denney, **appendix 15A**

John Deary, **appendix 15B**

Delores Ellen Hollywood-Plant, **appendix 15C**

Daisy Nell Robertson, **appendix 15D**

Lavinia Sonnenberg, **appendix 15E**

Adrian Wood, **appendix 15F**

6. Candidates have been informed of the qualification and disqualification criteria and have confirmed that they are eligible to stand. Candidates have also been informed about the interview and voting processes.
7. Officers have checked and can confirm all proposers and seconders are on the electoral register.

The interview process

8. Each candidate will give a five-minute presentation to elaborate on why they are seeking co-option and to detail the experience and skills they can bring to the council.
9. After each candidate has made their presentation, members can ask questions.
10. When the presentations and questions are complete, the council will go straight to a vote in open session to select a candidate who can command an absolute majority of votes; there will be no discussion about the candidates in either open or exempt business.

The voting process

11. The purpose of the voting process is to create a position where one candidate has a majority of the votes cast by members present at the meeting¹. For ease of explanation, the process refers to a scenario where five candidates have applied for co-option and 13 members are present at the meeting.
12. 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 fewest number of votes.
13. At any stage in the process, if one or more candidates receives no votes, they will be eliminated.
14. If more than one candidate has the lowest number of votes, e.g., in the first round of voting candidate A has 4 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 13 votes will be divided among three candidates.
15. It is possible that a second vote at this, or any, stage of the process may not produce a candidate for elimination, i.e., two candidates could tie with the lowest number of votes (7:3:3) or, if one member abstains, the three remaining candidates could receive the same number of votes (4:4:4).
16. 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 his casting vote in favour of his preferred candidate and the other candidate would be eliminated.
17. In the second instance, the mayor would exercise his casting vote in favour of a candidate and a further vote would be held between the remaining two candidates.

¹ Local Government Act 1972, Sch 12, para 39

18. The process will repeat itself until one candidate has a majority of the votes cast by members present at the meeting. If this process produces a tie between two final candidates, the mayor will exercise his casting vote.
19. The town clerk will bring a Declaration of Acceptance of Office form to the meeting which the successful candidate can sign after the appointment is made.

John Wright
Town clerk
August 2024

From: Matthew Denney <XXX@mail.com>
Sent: Tuesday, August 27, 2024 10:35 PM
To: John Wright <John.Wright@lymeregistowncouncil.gov.uk>
Subject: Vacancy for Town Council

Dear Mr Wright,

I would like to apply for the vacant position on the Town Council.

I am Matthew Denney
I live at XXX in Lyme Regis.
07*** *****
Email: XXX@mail.com

My application is proposed by Sallie Batten at the same address and seconded by Linda Peadon of Poole's Court.

I am a Lyme Regis resident having lived in Henry's Way since 2017. In Bridport for some fifteen years prior to that. I grew up in Cornwall so consider the West Country my home. I work locally in a role that gets me out and about among the local population and intend to do so for many years to come. I am to be found on a bench on the seafront nearly every weekend come sun or rain, am a frequent visitor to the Marine theatre, Davy Fort and other local cafes and venues. I would like to join the Town Council to play a part in the good work they do. I am concerned about the balance between full-time residents and visitors. Both are essential to the town and we must cherish our positions as a wonderful tourist destination. The needs of the residents in this environment can not be forgotten and we must work hard to maintain the town as a living working entity. I am also interested in transport in the town, continuing and extending the good work of the Park and Ride service and trying to limit the dominance of traffic in the town. As a full time resident and someone who works locally, I hope to make Lyme Regis my home for many years to come and I would like to play my part with you in seeing that Lyme is as good as it can be for all who live here and visit us.

I look forward to hearing from you.

Matthew Denney.

From: John Deary [REDACTED]
Sent: Wednesday, August 28, 2024 9:56 AM
To: John Wright <John.Wright@lymeregistowncouncil.gov.uk>
Cc: [REDACTED]
Subject: Re: Town Councillor by Co-option John Deary

Attention: John Wright LRTC

Subject: Co-option details for Dr. John Deary

Experience: Currently, I am a Governor (5 years) and Chair of the Finance and Premises committee at Woodroffe School.

My working life started as an apprentice (mechanical and production engineering) with 'Alvis' in my home town Coventry. Of which I am a freeman of the city. With Alvis I was subsequently employed as a Tooling and Methods engineer.

After Alvis I was appointed engineering industry training instructor with Dunlop engineering training Centre, Coventry.

On moving to New Zealand, I was appointed to New Zealand technical education instructional and management roles, at various polytechnics and Auckland University of technology.

Whilst completing degrees in management, business administration and finance/accounting, I was recruited internationally for new start higher and technical education senior management and founder departmental and faculty heads positions. In business, finance and banking. Including private sector initiatives in New Zealand, and government initiatives in Dubai (Dubai University) and Bahrain (Bahrain polytechnic). In my roles I was tasked with project management, strategic planning, academic and training programme development, budgets and staffing recruitment responsibility. In order to establish sustainable and reputable government education and training departments.

Whilst in the UAE I completed my Doctorate whilst working for the federal government in one of their higher colleges of technology.

What do I bring to the LRTC as Co-opted Councillor:

We chose to live in Lyme Regis after an extended time living and working overseas. Mostly in maritime settings.

Benefitting from my experience above, I feel well placed to contribute to grounded and sound governance on behalf of Lyme Regis council. Including, the representation of all age levels in our community.

Since living in Lyme Regis I have volunteered my time and commitment and willingly accepted the regulatory responsibilities of being a Governor at Woodroffe school. I have also until recently been a volunteer at the Seaside store.

Qualifications: City & Guilds (Mech & Prod),
BA Hons 2:1 Double Major Finance/ Accounting & Business Admin (Oxford Brookes)
New Zealand Institute of Management (post grad diploma)

Master of Philosophy in Management (Hons) (Auckland University, NZ)
Doctor of Education Management (Leicester University, UK)

Proposer: Sue Hewett 5 Haye Close, Lyme Regis DT7 3NJ

Seconded. Wendy Matthews 19 Haye Close, Lyme Regis DT7 3NJ

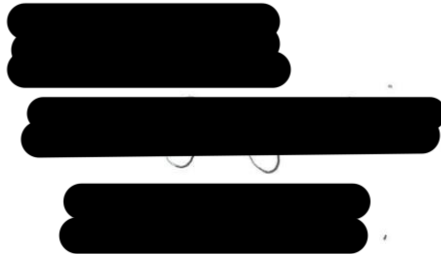
John, I wish to 'avoid' having my personal e mail details in the public domain.

I hope the above is suitable as I am using my mini I pad to complete.

I have added my qualifications above. But to fall within the 250 words guide they can be erased.

Kind regards
John

Sent from my iPad



Mr J Wright
Clerk to Lyme Regis Town Council
Guildhall Cottage
Church Street
Lyme Regis
Dorset DT7 3BS

27 August 2024

Dear Mr Wright

Application for Co-Option – Dolores Ellen Hollywood-Plant

Please find attached my 250-word statement. Names and address of my proposers (both Residents) are:-

Mr Paul Dryer

Mrs Helena Dryer

Both of 15 St Georges Hill, DT7 3NT

In support of my statement, I would like to include below some messages I received from Councillors and a local resident none of which were asked for:-

"I felt I just needed to say how sorry I am and I know how much you enjoyed being mayoress and did a great job. Just wanted you to know how sad I am." Cher xc

"You are a shining light in the public role of the council and have given the town hope of better times.

You should be proud of your time. You're bringing a lovely ray of sunshine to the town council's public profile (and made me jealous of your wardrobe 😊)" Belinda Bawden

"You've been a brilliant Mayoress and we're so sorry you can't continue building on all your great work thus far." Sandra Cornbleet (A local resident).

Regards

Dolores 



Since becoming Mayoress I have attended over 30 appointments including local events, plus civic ceremonies enabling me to meet more residents, visitors, businesses, Counsellors and dignitaries.

Regrettably my term was cut short, but I have continued as Mayoress to support Deputy Mayor, Pip Evans.

My term has left me with an insight into the workings of the Council and a desire to become a Councillor, with an aspiration that one day I will be elected Mayor.

I accept there is reluctance by some councillors to appoint people born outside of Lyme. The perception seems to be that 'outsiders' cannot understand what is best for the town. To my mind, that simply is not correct and amounts to discrimination. I was employed as a Lawyer for over 40 years and have a very diverse range of skills which gives me a broad, and in some ways more, objective perspective.

I already play an active role in the community by volunteering at the Community Cafe, I am on the planning committee and play an active role in the Welcome Cafe. More recently volunteering at the Visitor Hub.

In addition to being Mayoress, I headed a small fund-raising team and held cake sales, ran a car park, and a fun run, raising over £2000 and in addition I got donations worth over £1800.

In essence I am a **DOER with a proven track record** and if co-opted I will do my very best to improve the image of the Council and benefit residents.

Dolores Ellen Hollywood-Plant – Statement for Co-Option

250 words

From: Daisy Nell Robertson <XXX@icloud.com>
Sent: Friday, August 23, 2024 2:08 PM
To: John Wright <John.Wright@lymeregistowncouncil.gov.uk>
Cc: Adrienne Mullins <Adrienne.Mullins@lymeregistowncouncil.gov.uk>
Subject: TOWN COUNCILLOR VACANCY LYME REGIS

Dear Mr Wright,

Please accept this email as an expression of interest in the town councillor vacancy to be filled by co-option. I'm sorry I haven't been able to attend the information sessions but have included a 250-word statement below. I have details of a proposer and seconder which I can forward if required.

Do let me know if there is any further information you need.

Best regards,

Daisy Nell Robertson
07*** *****
XXX Lyme Regis, Dorset XXX

I moved my family from London to Lyme Regis in 2021 but I grew up in the South-West and have had an association with Lyme my whole life through family friends. I have two children aged 12 and 14yrs who are at The Woodroffe School and Colyton Grammar School respectively and my husband and I are both self-employed and work in media. I work from home and he works away. I am on the PTFA committees for both my son's schools and volunteer once a week for one of the Lyme food banks.

It would be a privilege to be considered for a role on the town council; I understand that the council works tirelessly to serve and represent the whole town and its wide range of needs. We have an economically diverse permanent population, a wide range of businesses and a large number of visiting tourists from across the UK and beyond so I can imagine that the council have a un-ending and broad range of issues to contend with in a timely and cost-effective fashion.

I would bring energy, enthusiasm, reflection and a track record of collaboration and teamwork to the role and I would welcome the opportunity to serve the community.

From: Lavinia Sonnenberg <XXX@icloud.com>
Sent: Monday, August 26, 2024 9:15 PM
To: John Wright <John.Wright@lymeregistowncouncil.gov.uk>
Subject: Application for Co-option as a Town Councillor

Dear Mr Wright,

I would like to apply for co-option to the Lyme Regis Town Council.

As requested, please find a motivation for my co-option:

I moved to Lyme Regis in May of this year and while my roots in the town are new, my roots in the wider community are longer and deeper as I have lived in Axminster for the past 7 years and 3½ of those were as an elected councillor for the parish of Chardstock & Tytherleigh. I was a member of Lyme Forward CIC during the period when the town's GP services were recommissioned from Virgin to the Lyme Bay Medical Practice. Since the beginning of this year I have been a Trustee and Director of Citizens Advice in Bridport and West Dorset.

I believe that my work experience in the business world has developed many of the skills that I can bring to the Town Council. Just about everything in my specialist sectors of private healthcare and corporate wellness has been a negotiation of some sort - the services that our stakeholders want versus the need for financial prudence, short-term realities versus long-term planning and how to work effectively with others when we don't always agree with each other.

The town residents who support my application for co-option believe that a new perspective will be useful to recognise and appreciate what is currently done well and, hopefully, to contribute to doing even better as we strive to serve our residents and businesses. These supporters are Marzena Nowakowska-Sharman, my landlady, and Sue and Mike Higgs who are my neighbours.

Thank you for your consideration of my application and please do not hesitate to contact me if you require anything further,
Yours sincerely,

Ms Lavinia Sonnenberg
XXX
Lyme Regis XXX

Mobile: 07*** *****
Email: XXX@icloud.com

23-8-24

Mr Adrian Wood


**NOMINATION FOR CO-OPTION AT LYME REGIS TOWN
CUNCIL FOR ADRIAN WOOD**

23-8-24

Proposer: Deborah Jane Wood

Address: 19, Manor Avenue, Lyme Regis Dorset DT7 3AU

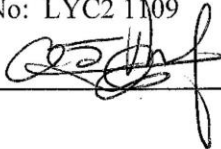
Electoral Roll No: LYC2 1125

Signature: DSWood

Seconder: Alan John Reynolds

Address: 6 Manor venue, Lyme Regis, Dorset DT7 3AU

Electoral Roll No: LYC2 1109

Signature: 

Full Council

Date: 4 September 2024

Title: Appointment to a Council Vacancy

Purpose of Report

To report the resignation of David Ruffle and the process for filling the vacancy

Recommendation

Members note the report

Background

1. David Ruffle resigned from the town council on 14 August 2024. Dorset Council's electoral team was notified, and a 'Notice of Vacancy in Office of Councillor' was issued on 15 August 2024.
2. The notice stated:
'If within 14 days after the date of this notice (i.e. no later than 5 September, 2024), a request for an election to fill the vacancy is made either in writing to the Returning officer, Electoral Services, Dorset Council, County Hall, Dorchester, Dorset, DT1 1XJ or by email to elections@dorsetcouncil.gov.uk by TEN electors for the Town, an election will be held to fill the vacancy, otherwise the vacancy will be filled by co-option.'
2. The vacancy was posted on the council's notice boards, website and social media sites.

Report

4. On 27 August 2024, Dorset Council's electoral services' team notified the town council that ten or more electors had called for an election; the election is scheduled for 24 October 2024. A copy of the timetable of proceedings is attached, **appendix 16A**.
5. A by-election costs the town council c£5,000.

John Wright
Town clerk
August 2024

Parish Election Time Table Calculator

Timetable of Proceedings for Thursday 24 October 2024

Publication of Notice of Election	Thursday 19 September 2024
Receipt of Nominations	4:00 pm Friday 27 September 2024
Withdrawal of Candidate	4:00 pm Friday 27 September 2024
Appointment of Election Agents	4:00 pm Friday 27 September 2024
Publication of Notice of Election Agents	4:00 pm Friday 27 September 2024
Publication of Statements of Persons Nominated	4:00 pm Monday 30 September 2024
Last Date for Registration	Tuesday 8 October 2024
Receipt of Postal Vote Applications	5:00 pm Wednesday 9 October 2024
Last day for Voter Authority Certificates	5:00 pm Wednesday 16 October 2024
Publication of Notice of Poll	Wednesday 16 October 2024
Receipt of Proxy Vote Applications	5:00 pm Wednesday 16 October 2024
Appointment of Poll and Count Agents	Thursday 17 October 2024
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 18 October 2024
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 24 October 2024
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 24 October 2024
Day of Poll	7:00 am to 10:00 pm Thursday 24 October 2024
Declaration of Candidates Expenses	Thursday 21 November 2024

Dated Monday 21 October 2024

Committee: Full Council

Title: Town Bus Service

Date: 4 September 2024

Purpose of Report

To allow members to further consider any issues and information relating to the town bus service arising from the decision by Dorset Council to retender the linked school bus contract

Recommendations

- a) Members consider any further issues relating to the town bus service arising from the decision by Dorset Council to retender the linked school bus contract; and
- b) Members approve placing an advert in local media, social media and on the council's website inviting interest from members of the community willing to drive any replacement bus on a voluntary basis
- b) Members authorise the town clerk, in consultation with the mayor, deputy mayor and chairman of the Town Management and Highways Committee, to agree any measures to secure continuity of the town bus service, including placing an order to either buy or rent a suitable mini bus (up to a maximum of £55k + VAT or £1000+ VAT per month respectively) if sufficient suitable drivers can be secured and all other required service arrangements put in place

Background

- 1. The town bus service (Service 71) has run since 2017 and has been operated by Go South Coast (Damory) since that time.
- 2. It operates on weekdays only between about 9.15am and 3.15pm year-round, not just during school-term time. The service is linked to the school bus contract for Charmouth Primary let by Dorset Council, i.e., the same bus and driver operates both services.
- 3. The cost to this council of Service 71 is currently about £15-16k p.a., It would be MUCH higher but for the link to the schools' contract. Since the service began, the town council has committed around £100k to supporting the town bus service.
- 4. Service 71 carries almost exclusively local residents, most of whom are elderly and many of whom do not possess a car and/or have mobility issues. 97% of all users travel using a concessionary pass. Passenger numbers over the last six months have averaged about 55 per day. Anecdotally, many of the same residents use the service repeatedly and rely on it to a very high degree for healthcare and shopping visits and for their general mobility.
- 5. It was only in early June that Dorset Council notified the deputy town clerk of their intention to retender the school contract for Charmouth Primary. Falling school numbers and the need to provide a more suitable and cost-effective service to meet that reduced demand were cited as reasons.
- 6. Concerns about the potential impact on Service 71 were raised by this council on behalf of local residents and a follow-up email was written to Dorset Council's public transport team and

service manager on 13 June, emphasising these concerns and requesting that reference be made to the associated town bus service in the tender specification for the schools' contract.

7. On 4 July 2024, Dorset Council served notice on the operator of the Charmouth School contract, with a termination date of 16 August 2024. In turn, the bus operator has served notice on the Traffic Commissioners terminating the town bus service on 1 September.
8. The school contract has been retendered to commence at the start of the autumn term and the contract has been awarded to Dorset Community Transport utilising a smaller minibus. This has achieved a considerable cost saving for Dorset Council, but at the expense of the loss of the town bus service at very short notice.

Report

9. Since 17 July, various actions have been undertaken:
 - A conversation has taken place with Dorset Community Transport, from which it is absolutely clear that they will not be able to operate any kind of replacement town bus service. Their primary problem is a lack of sufficient drivers to enter into such a commitment.
 - Prices have been sought from 5 bus operators to operate a replacement service on a broadly similar basis to the existing and utilising either a 30 seat or smaller mini-bus. To date, 3 have indicated their ability, in principle, to operate a replacement service, but the indicative cost in each case is around £100k p.a. This figure is net of assumed income based on current levels of patronage. The two other operators have both been chased for a response, but it would be unrealistic to expect any significant reduction in the indicated cost.
 - The cost of buying or hiring a new 12-13 seat mini-bus, either diesel or electric, has been investigated. Broadly the costs are around £50k or £850 p.m. respectively for a suitable vehicle of either type. The hiring option has the benefit of avoiding large up-front costs and includes routine maintenance, etc.
 - The availability of other sources of funding has been investigated. Whilst there are some potential sources, the sums are relatively small (£1-5k) and competitive, and the timescales/deadlines are not always helpful.
 - Discussions have taken place with the transport team at Dorset Council about various potential operating models, the ongoing availability of concessionary fares reimbursement and various other aspects of funding and operating a 'local' service.
 - Discussions have also taken place with the operator of the existing town bus service about the possibility of extending it beyond the 31 August, even if only as a temporary measure to cover any interim period before a more cost-effective alternative can be put in place. Whilst this is possible, and any application to the Traffic Commissioners would be supported by Dorset Council as public transport authority, it would be at the full-service cost of about £8,000 p.m., i.e., about 6-7 times the current cost.
 - Other local town-specific services, such as those operating in Sidmouth and Beaminster, have also been looked at. These operate on a different basis to Lyme's town service, one carrying many more visitors and generating significantly more income and the other operating only two days per week and aimed primarily at providing a link to other nearby towns.
 - Discussions have taken place with existing user groups, from which it is clear that a 'mini-bus' type vehicle, even if with side opening door and without flat-floor access, would be supported.

10. The officer view is that an indicative cost of around £100k p.a. to simply continue the exiting service in its current form is too expensive and does not represent value for money given the present number of users. Based on about 14,300 fares per annum (260 days x 55 fares per day), this would represent a cost to the council of about £7 per person per journey.
11. This cost could be offset somewhat by increasing the fare from £1 to £2 per journey (the maximum currently allowed under existing fare-capping regulations), but even that would only reduce the net cost by around £7k p.a. assuming passenger numbers remained consistent and the current concessionary fare reimbursement arrangements remain in place. **N.B.** the full ticket price of each concessionary fare is not reimbursed, the figure is based on a complicated calculation which can vary depending on the level of fare and the type of operator involved.
12. Continuing the current arrangements on a temporary basis may look attractive in the very short-term, but there is no guarantee how long this arrangement might need to continue for until some kind of alternative could be put in place. The total cost to the council could be significant and the commitment could become almost open-ended, if not very tightly drawn.
13. Buying or renting a mini-bus may be the most attractive option, BUT the problem of managing the service and securing sufficient suitable drivers should not be underestimated, especially in an environment where established operators are struggling to secure drivers on a paid basis. However, the local availability of volunteer drivers is unknown and could be tested by advertising.
14. Discussions with operators and with Dorset Council's public transport scheme suggest that not less than 3 and possibly 4 drivers would be required to cover shifts, holiday periods, sickness absence, etc. The cost of paying for drivers would bring the annual cost to something not dissimilar to a service provided by an established operator, assuming the vehicle was leased.
15. Clearly, that cost could be reduced very substantially if sufficient, suitably qualified, volunteer drivers could be found. However, any service registered with the Traffic Commissioners does need to operate reliably to a published timetable. Any failure to do so can incur penalties and fines. The commitment involved in running and operating a registered community bus service should not be underestimated.
16. Other, potentially less onerous, operating models do exist, and it may be that a service operating on a reduced number of days per week might also be capable of satisfying most of the current local need and reduce the driver demand/overall cost. However, the established operators have made it clear that a service operating on reduced days would not be attractive to them and would result in minimal cost savings.
17. More work will continue to be done on the various options and a full verbal update will be provided at the meeting.

Mark Green
Deputy town clerk
August 2024

Committee: Full Council

Date: 4 September 2024

Title: Relocation of Council Offices and Disposal of Existing Building and Site

Purpose of report

To inform members of the latest position with the agreed relocation of the council offices and the disposal of the existing building and site

Recommendation

That members note the report

Background

1. Members have considered a series of reports about the council's office facilities over the last two to three years. In particular, the matter has been reported to meetings of Strategy and Finance (22 March 2023 and 11 October 2023), Town Management and Highways (20 September 2023) and Full Council (25 October 2023 and 7 February 2024).
2. Most recently:
 - Full Council, at its meeting on 25 October 2023, **(23/107/C)** resolved 'not to proceed with the project to refurbish the council office and to look for alternative office facilities'.
 - Full Council, at its meeting on 7 February 2024 **(23/151/C)** resolved 'to relocate the council's office facilities to alternative ground-floor accommodation at the St Michael's Business Centre, Lyme Regis, with a target date for relocation of autumn 2024, and dispose of the council's existing office building and site, excluding car parking, on the most financially advantageous basis and with a target date for any sale of no later than spring 2025'.
 - Full Council, at its meeting on 13 March 2024 **(23/175/C)** considered and noted an update report which set out initial progress.
 - Regular update reports have been provided to each meeting of Town Management and Highways committee, which is taking the lead on this matter.

Report

3. Since the last report to Full Council, officers have met with and talked to all parties with an interest in this matter and good progress has been made.

Specifically:

- The Board of Lyme Regis Development Trust has agreed to let units 1A, 1 and 6 to the council on the basis of a long lease (at least 21 years) with security of tenure, Heads of Terms terms have been agreed and the matter is now with solicitors poending final approval.
- The director of the museum has agreed to relocate their exhibits store from Unit 1 to Unit 2 subject to the museum not being 'out of pocket' as a result of the move. A move date of

October 2024 has been agreed and further discussions are scheduled to take place over the next few weeks to secure this move.

- The tenant of Unit 6 has vacated unit 6 and has consolidated their business in Unit 4. This has been at no cost to the council.
 - Work is well underway on space planning and on the few relatively minor internal changes likely to be required. Where these works involve 'knocking through' between units, this has already been discussed and agreed in principle with the trust.
 - The council's preferred 'building services' partner (Crickmay Stark) is involved in preparing the necessary plans, securing the required permissions and dealing with the tender documents, etc. A full measured survey of the ground floor of St Michaels was undertaken on 9 August as part of that process and a further project meeting is taking place with the architect on 31 August. Anything arising from that meeting will be reported verbally to members.
 - In relation to the agreed disposal of the existing office building, Invitations to submit proposals have been sent to five suitably qualified and experienced surveyors/valuers/commercial agents and proposals have been returned. The likely cost is well below the tender threshold, and all proposals are based on very similar daily rates and percentage fees. A partner will be chosen based largely on 'best fit' and experience, and they will be invited to present their initial thoughts about a marketing and disposal strategy to the Town Management and highways committee in the first instance.
4. Car parking at the St Michael's site remains an issue not yet fully resolved, although progress has been made to secure a minimum of 2 spaces on site. This will be the subject of further discussions. Whatever the outcome of those discussions, it is likely that some staff will have to continue to park in the 'Guildhall car park' or at 'the cadet hut' site.
 5. Based on recent experience with other projects involving building works and the contractor lead times and mobilisation periods involved, the officer view is now that a move date of shortly after the Christmas/New Year period is now more realistic. The allocated budget of £100k still appears adequate to facilitate the move and associated works.
 6. The indicated target date of spring 2025 for any disposal of the existing building and site appears entirely achievable. There is further due diligence work needing to be undertaken, including some legal work to secure registration of the entire site with the Land Registry prior to disposal..
 7. Members will need to consider the detailed logistics of any move and how best to maintain the full range of council services and functions during any transition period. It may be that the office will need to close for a short period during any transition to facilitate the move. This will be the subject of a further report in due course.

Mark Green

Deputy town clerk | August 2024

Full Council

Date: 4 September 2024

Title: Dorset Council's 'A Big Conversation'

Purpose of Report

To inform members of Dorset Council's engagement exercise, 'A Big Conversation', to establish if the town council wants to submit a collective response to the engagement exercise, and to consider delegating any response to the town clerk in consultation with a panel of three members identified by this meeting

Recommendation

Members consider Dorset Council's engagement exercise, 'A Big Conversation', establish if the town council wants to submit a collective response and consider delegating any response to the town clerk in consultation with a panel of three members

Background

1. Dorset Council intends to create a new Council Plan to set out its key priorities over the next five years. Ahead of creating a new Council Plan, Dorset Council has embarked on engagement events to understand what town and parish councils believe it ought to focus on over the next five years.
2. Engagement comes under the title of, 'A Big Conversation'. Details of the events have been promoted in newsletters; links to the newsletter have been included in members' briefings.
3. The engagement exercise includes four face-to-face events in Wimborne, Bridport, Blandford and Dorchester for town and parish councils. The deputy mayor and the town clerk attended the event in Bridport on 27 August 2024.

Report

4. The engagement events seek comments on the four main areas where Dorset Council want to make a difference in the future:

Communities for all

- Make Dorset the best place to be a child (education and children's social care)
- Make Dorset an all-age friendly council
- Hold conversations with communities – listening and working together to develop solutions.

Respond to the climate crises

- Reduce Dorset's impact on climate change
- Support the recovery of nature
- Help communities adapt to climate change impacts.

Provide high quality housing

- Increase the supply of housing that local people can afford to rent or buy
- Improve the quality and standard of homes to rent or buy
- Reduce the number of long-term empty homes in Dorset.

Grow our economy

- Support more businesses to grow and thrive
 - Kickstart the regeneration of Weymouth and surrounding areas
 - Support local and sustainable tourism.
5. At the engagement event attended by the deputy mayor and town clerk, attendees were invited to show support or not for each of these areas and offer comment.
 6. Members can respond online to Dorset Council's 'A Big Conversation' [A Big Conversation - Dorset Council](#), but there is also an opportunity to provide a collective response from this council.
 7. Providing a response from this meeting may prove to be time-consuming and members could opt to delegate the response to the town clerk in consultation with three members.

John Wright
Town clerk
August 2024

Committee: Strategy & Finance

Date: August 2024

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of June & July 2024.

Recommendation

Members note the report and approve the attached schedule of payments in June & July 2024 for the sum of £137,269.80 and £212,164.53 respectively.

Background

1. Lyme Regis Town Council's Financial Regulations, section 5.2, state:

'A schedule of payments forming part of the agenda for the meeting shall be prepared by the finance officer. Petty cash reimbursement will be reported as a total when re-imburement takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the council offices. If the schedule is in order, it shall be approved by a resolution of the council.'

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of June and July 2024 **appendices 20A and 20B**.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie King
Finance Assistant
August 2024