



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 12 February 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
07.02.25

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

Prayers

A prayer will be offered

AGENDA

1. Public Forum

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

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

2. Dorset Council Matters

To receive updates from the Dorset Council ward member

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. 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.

6. Dispensations

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

7. Leader of Dorset Council, Cllr Nick Ireland, to receive questions from members and the public

8. Presentation – Tom Robinson, Chef Patron and Director of Tom’s Lyme Regis

9. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 11 December 2024 (attached)

10. Matters arising from the minutes of the Full Council meeting held on 11 December 2024

To inform members of matters arising from the minutes of the Full Council meeting on 4 September 2024 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

11. Update Report

To update members on issues previously reported to this committee

12. Mayor’s Announcements

13. Planning Committee

To receive the minutes of the meeting held on **28 January 2025**, and 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 following the cancellation of the meeting on **7 January 2025**

14. Environment Committee

To receive the minutes of the meeting held on **22 January 2025** and consider the recommendations therein.

15. Human Resources Committee

To receive the minutes of the meeting held on **18 December 2024** and consider the recommendations therein.

16. Strategy and Finance Committee

To receive the minutes of the meeting held on **29 January 2025** and consider the recommendations therein.

17. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **15 January 2025** and consider the recommendations therein.

18. Town Management and Highways Committee

To receive the minutes of the meeting held on **8 January 2025** and consider the recommendations therein.

19. Appointments to External Bodies 2024-25

To allow the council to make additional appointments to external bodies

20. Council Offices

To inform members about the latest position with the agreed move to alternative premises and the marketing and disposal of the existing premises and to consider a 'shut down' period to help facilitate the move

21. Town Council Magazine

To allow members to consider the proposed plan and budget to introduce a magazine, approve its title, 'The Square Mile', approve the job description and person specification for the one-year post of communications' officer, approve the secondment of Cara Austin to the one-year post of communications' officer, and approve the backfilling of Cara's substantive post for one year

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

22. Appeal Following a Member Complaint

To allow the council to consider forming a panel to hear an appeal following a member complaint

23. Exempt Business

To move 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 in view of the likely disclosure of confidential matters about information relating to an individual, and information 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.

- a) Agenda item 21 – Town Council Magazine**
- b) Agenda item 22 – Appeal Following a Member Complaint**

Dorset councillor report for Lyme Regis Town Council

12 February 2025

1. Budget update - Quarter 3 2024/25 and setting our 2025/26 budget

The following update is from a Dorset Council briefing posted on the intranet by Aidan Dunn, Executive Director, Corporate Development on 21 January.

I've adjusted some dates as necessary.

"There are 3 papers around our budget, looking at our performance at the [end of quarter 3](#) of the current financial year, [proposals for our 2025/26 budget](#), and the [Our Future Council transformation plan](#).

Quarter 3 2024/25

Throughout the financial year we have had [budget controls in place](#), including stopping recruitment on most vacancies other than statutory or front-line roles and reducing our spend on consultants and interims.

[At the end of quarter 2](#), we were forecasting an overspend of £13.2 million that will need to be taken from our rapidly depleting reserves. This has now reduced to an expected overspend of £10.8 million which is encouraging. Thank you to colleagues for all their hard work to help us manage cost so far this year.

Setting the budget for 2025/26

Overall, our budget proposals present a balanced budget of £415.9 million. We reached the first step of the political approval process, as the [People and Health](#) and [Place and Resources](#) Scrutiny Committees reviewed proposals earlier in January.

Pressures on services

We expect it will cost £83.4 million more to deliver services next financial year. For example, in Adults and Housing and Children's Services, the increased need for vital support from the council is expected to cost us an extra £34 million.

Rising costs and ever-growing need for services is a national issue, and we continue to lobby national government for more funding.

Our funding

Just before Christmas we received the provisional local government financial settlement. Our funding will increase by £22.2 million but, only £3.9 million of this comes from government grants, the other £18.2 million comes from increasing council tax. We are proposing an increase of just under 3% and a 2% adult social care precept.

This, combined with our other income streams, gives us an additional £39 million of funding, allowing us to cover some of our costs as they continue to grow.

Balancing the budget

We have an additional income of £39 million but expect our services will cost £83.4 million more to deliver, so we need to take action to deliver a balanced budget. To do this, we have found ways to reduce our costs by £44.5 million over the next financial year.

These proposals are around 4 main areas:

- new service grants and income - £12m
- managing and meeting need differently - £14m
- reducing 3rd party spend - £3m
- operating more efficiently - £14.4m (including Our Future Council)

Impacts on colleagues

We currently employ 4,815 people at a cost of £223 million a year. Of these proposals, £12.5 million relates to the reduction of our employee pay bill, a reduction of 5.6%.

As much as we can, we will manage this through vacancy management, not recruiting to most roles if someone leaves the council. We recognise that this can add more pressure to the rest of the team and will continue to support colleagues to manage their workloads.

With the scale of our financial challenge, redundancies may be required in some areas, but please be assured that colleagues will be supported through our usual change management processes.

Our Future Council

Within budget proposals is a target for Our Future Council, our transformation plan, to reduce our costs by £10 million next year.

Next steps

The budget was reviewed at Cabinet on Tuesday 28 January and then will be submitted for final approval by Full Council on 11 February. These meetings will be streamed live on our [YouTube channel](#).”

1.2. Policing precept (5 Feb)

On 5 Feb, the Dorset Police and Crime Panel approved an increase in the policing precept for Dorset.

David Sidwick, Dorset Police and Crime Commissioner, released a statement:

“Dorset’s Police and Crime Panel have approved plans to increase the amount of money residents in the county pay for their policing service.

When residents receive their council tax bill for this year, they will be paying an extra £14 a year, or £1.17 a month, if they live in a band D property.

The agreement from the Panel to increase precept this year comes after an online survey was held with the public. In total, 1,966 people responded, and of those 76% agreed that Dorset Police requires additional funding, with 55% of the total respondents saying they would pay more.”

2. Other Dorset Council News Releases

2.1. Wessex not accepted into Devolution Priority Programme (5 Feb)

“Following the announcement made by the Deputy Prime Minister this afternoon, please find below our joint statement on the outcome of the Wessex devolution bid.

Cllr Ireland will appear on BBC South Today this evening and on BBC Radio Solent tomorrow afternoon.

The Government has confirmed that Wessex has not been included within the Devolution Priority Programme.

The four councils of Wessex submitted a comprehensive proposal outlining the transformative benefits devolution could bring, including greater local control over key areas such as transport, housing, and economic development.

In a joint statement, the leaders of BCP, Dorset, Somerset and Wiltshire Councils, Cllr Millie Earl, Cllr Nick Ireland, Cllr Bill Revans, and Cllr Richard Clewer, said:

“Despite the fact that we felt Government were moving too quickly to deliver devolution, and our discussion about the format of Mayoral Strategic Authority as the most appropriate solution for our region, we worked collaboratively with ministers throughout to deliver a strong proposal.

Therefore, the decision not to include Wessex within the Devolution Priority Programme is extremely disappointing.

“We feel the Wessex proposal aligned with the aims of the White Paper, encompassing a population of approximately 1.9 million, with the region well-placed to support the Government's growth priorities, particularly in clean energy, defence, digital technologies, life sciences, and tourism.

The area could now miss out on essential funding, and combined with the likely defunding of pan-regional partnerships and the substantial reduction in the UK Shared Prosperity Fund, the fact that this will now be delayed when we are ready to go is deeply regrettable.”

[Joint statement on BCP joining Wessex Devolution bid](#) 17 Jan 2025

In a joint statement, the leaders of Dorset, Somerset and Wiltshire Councils, Cllr Nick Ireland, Cllr Bill Revans, and Cllr Richard Clewer, said:

“We welcome BCP Council’s decision to confirm their interest in joining the proposed mayoral strategic authority for Wessex as part of the Government’s Devolution Priority Programme. This marks a positive step forward and would see the region encompass a population of approximately 1.9million, aligning with the aims of the White Paper.

“Devolution is about empowering local communities and enabling councils to make decisions that best reflect the needs and aspirations of the people they serve. By coming together under the Wessex banner, we can unlock significant funding to invest in vital infrastructure, skills development, and the green economy.

“BCP Council’s inclusion would strengthen the impact of our work together and help drive transformation in local government.”

See press release 10 Jan 2025 - [Dorset, Somerset and Wiltshire Councils confirm support for Devolution Priority Programme](#)

2.2. Big savings and benefits to be had with permits, including overnight parking - Dorset Council

“Dorset Council’s Cabinet on 28 January made changes to the way their proposed new evening parking charges will work, including proposals for a new overnight parking permit.

Following feedback, the suggested time restrictions for evening parking (6pm to 10pm) will be removed, replaced with a blanket flat rate of £2.50 to park for any amount of time between 6pm and 8am in any Dorset Council car parks. The new arrangements, subject to public consultation, are proposed to be introduced this summer.

To help residents who may use these car parks overnight in the absence of on-street parking close to their home, it has been proposed that a new permit is introduced that will allow holders to park from 5pm to 9am daily for around £50 a year (TBC).

Overnight parking would also be included with the council’s existing [Short stay](#) and [Flexi stay](#) permits, allowing holders to park overnight free of charge. The car parks at the Swannery in Weymouth, West Bay Road in West Bay, and Charmouth Road in Lyme Regis will remain on winter rates all year round, as trialled last year.

All other hourly parking charges are planned to increase across the county from 1 April as set out in Dorset Council’s 2025/26 budget plans, pending Full Council approval. A review of parking is set to take place in the next 12 months.

It is hoped that an increased take-up of parking permits will result in providing more cost-effective parking. This will give more people the opportunity to visit our towns and beaches, go shopping, visit local attractions, socialise etc. more frequently, to make the most of each permit. The affordability of permits means residents making use of car parks will have more money to spend locally.

Cllr Jon Andrews, Dorset Council's Cabinet Member for Place Services, said:

"Nobody wants to see parking charges increase but, with demands on Dorset Council's services increasing while government funding continues to dwindle, we need to deliver a balanced budget that protects the vital services we provide.

"The message is clear – [if you live and/or work in Dorset and drive a car, a parking permit will save you money](#). I strongly urge all drivers to consider how often they need to park and how much they would typically pay per visit, then compare that cost to the price of an annual permit. From a few hours a week to 8+ hours daily, a permit will most likely be cheaper than paying on the day and is easy to sign up for and use too."

"The additional benefits – including the proposed overnight parking – should also have a positive impact on our local economy, with permit holders able to use our car parks more often for far less money, which can instead be spent with local businesses."

[Find out more about Dorset Council's parking permits.](#)

[Details of the proposed new car parking charges can be found on the Dorset Council website.](#)

(*Prices applicable from 1 April 2025, pending Full Council approval. Current pricing (until 31 March 2025) is £90 for a [Short-stay permit](#), and £290 (£27.50 monthly) for a [Flexi stay permit](#).)"

I've asked the Portfolio Holder for Place Services about the signage at Charmouth Road car park.

[2.3. Valuable feedback will shape future Dorset transport plan – 23 Jan 2025](#)

"The feedback and experiences of residents, businesses and visitors on travel and transport in Dorset [have now been published and can be seen here](#).

The data collected in early 2024 is helping Dorset Council and Bournemouth, Christchurch and Poole (BCP) Council to shape a new Local Transport Plan (LTP), setting out a vision for transport and travel infrastructure across the county.

A lot has changed since the last plan ([LTP3](#)) was published in 2011, so the new LTP will aim to address current transport needs and prioritise future investments.

Over 3,000 people responded to the survey and 300 attended events across the county. More than 90 interested groups, representing local communities, people with mobility needs, health providers and transport operators also provided valuable input.

People shared issues they experience and ideas for improving travel and transport:

- Public transport does not meet people's needs including frequency, affordability, and accessibility
- Mobility hubs, with a range of transport options in one place, have great potential to transform our transport system for the better
- They have a strong desire for more well-connected walking, wheeling and cycling networks

- They want better transport connections between towns and villages to combat isolation and provide travel choice
- Access to a car is important to maintaining independence
- The lack of transport options is contributing to declining mental health, particularly among the older population in rural areas
- Congestion is an ongoing problem across urban areas during the summer season and peak times of day
- Understanding the specific needs of different groups of people is key to removing barriers and creating fair access to transport for all
- They are willing to change travel behaviour, but alternatives must be in place for people to make the change
- The movement of people and goods should be more efficient to benefit the economy and the environment

The councils are using the feedback to produce the new transport plan which will run until 2040.

Public consultation on the draft strategy and implementation plan for this new plan will take place in late summer to early autumn 2025.

Once adopted by the councils in spring 2026, the new plan will help secure national funding for necessary transport improvements. LTP4 will support sustainable economic growth and work alongside both councils' local plans to ensure development planning and transport planning work together.

Cllr Jon Andrews, Cabinet Member for Place Services, Dorset Council, said: "We had an excellent response to our survey and I thank everyone for taking the time to share their thoughts and experiences."

"The results convey the breadth of challenges faced by many people. It is important the new plan works for everyone, supporting residents, businesses, workers and visitors with their transport needs. It must provide a safe, reliable and accessible transport system by striving to reduce the transport related problems experienced by people every day across the whole of the county."

"All the feedback received is valuable as we shape the priorities of the new plan."

Councillor Andy Hadley, Portfolio Holder for Climate Response, Environment and Energy at BCP Council, said: "We have listened to residents, visitors and businesses and understand what transport challenges LTP4 must tackle to improve transport for everyone, wherever they live in urban or rural Dorset."

"We understand the need for improved public transport that tackles the current issues around frequency, availability, affordability and accessibility."

"There is an urgent need to harness the willingness to change travel habits shown in the survey, reducing emissions and creating cleaner, healthier places. This is especially true for short distance trips, which require alternative, accessible and safe options being in place for people to use."

"Many thanks to everyone who responded to the survey or came to talk to us - your feedback is invaluable."

See the results on our consultation pages at [Local Transport Plan Opportunities and Issues - Dorset Council - Citizen Space](#) or see the results and find out more about the Local Transport Plan 4 on the councils' transport planning webpages:

Dorset Council - [Local Transport Plan 4 \(LTP4\) - Dorset Council](#)”

I met Transport Planning Officers from Dorset Council in January to discuss the current road safety plans being considered and the best next steps for developing LRTC’s ‘Vision’ as submitted to the Local Transport Plan. The consensus was a discussion with the Traffic and Travel Working Group would be the most appropriate forum to discuss options.

2.4. [Consultation on proposed regional transport schemes – 10 Jan 2025](#)

“Views were sought by [The Western Gateway Sub Transport Body](#) on a shortlist of 38 transport investment priorities proposed for the west of England region over the next decade.

See the [Western Gateway draft Strategic Investment Plan 2025-2035](#)”

Sadly, there was nothing on the list of 38 proposals prioritised in the Strategic Investment Plan west of Weymouth-Dorchester-Yeovil.

I’ve been making repetitive pleas at every opportunity that Dorset Council recognise the economic, social and educational benefits of having a well-connected public transport network linking to railway stations, local transport hubs and community transport services.

The Bus Service Improvement Plan (BSIP) funding is said to be to ensure better bus services across the South West, for enhancing popular routes, protecting rural services and increasing bus use for shopping, socialising and commuting. Again, sadly, Dorset Council’s share from the government BSIP funding is very disappointing - only £3.8 million, compared to £6m for BCP; £10.6m for Cornwall and £11.6m for Devon.

We have to do better on this.

I’m working with neighbouring councillors, with WATAG other TAGS, DCAN and trying to establish links with neighbouring councils in Devon and Somerset to make a strong case for much better attention on rural and under-served areas.

Unusually, no-one from Dorset Council attended the WATAG meeting in Bridport on 30 January so the frustration experienced by bus passengers at risk of losing their jobs due to unreliable bus services and inadequate connections will need to be conveyed by other means. A representative for First responded as best they could.

I hope to meet the Portfolio Holder soon to see whether further ‘joined-up thinking’ could be applied in West Dorset. In the meantime, these responses to questions before and at Cabinet were given:

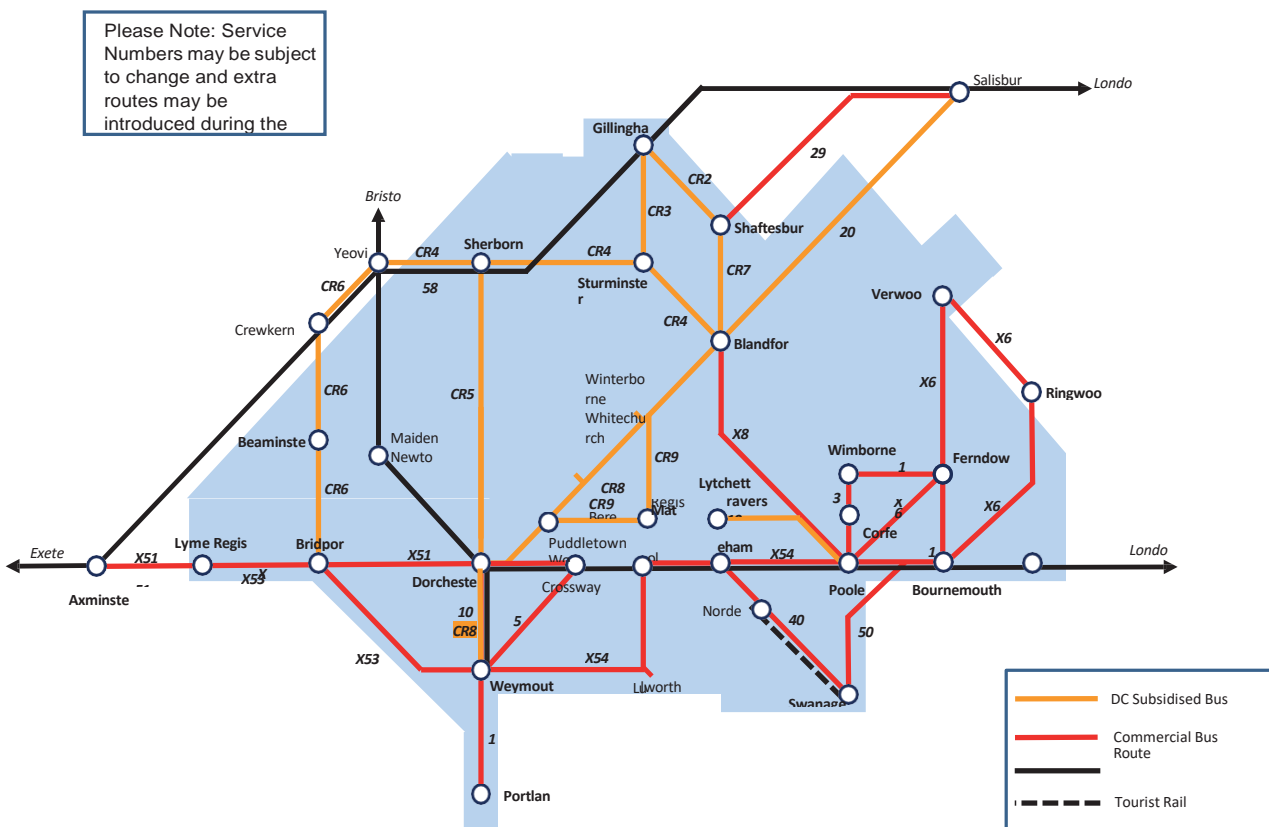
How can the desires and aspirations of Dorset’s residents for a well-connected public transport network which genuinely opens opportunities for work, education, social connection and leisure best be articulated in the design of the new bus franchising responsibility?

“A decision to pursue bus franchising has not been made at this time. Introducing bus franchising will be a very significant decision to take and would require a full understanding of the costs and benefits of implementing this approach. It is also the case that the option of franchising is something that is not currently available to Dorset Council.

In the future, the proposed new Buses Bill will enable all Local Authorities to pursue this option if it is the right model for their area. The Bill is currently at the Committee stage in the House of Lords (23/01/2025) and we continue to track its progress with interest.”

Is there an existing Hub and Spoke type design for our county and beyond, to enable the best access to neighbouring towns, railway connections, further education colleges, leisure and employment?

“The Hub and Spoke design model is a part of the Dorset BSIP aspirations. This will be formed around the interurban and core route network. The existing network is shown in the map below.”



“Improvements to this network will be explored through the BSIP with the aim of improving access to mobility hubs in major towns for health, education, employment and leisure opportunities. The hubs will also offer access to the wider transport network.”

How are the vital cross-border connections to railway stations in Devon and Somerset taken into consideration?

“The interurban and core route network provides connections with rail services across Dorset. We are working with our partners to make targeted improvements to improve bus interchanges at rail stations, improve signage and travel information, and ensure timetables maximise connection opportunities.”

Link to [Bus Service Improvement Plan 2024](#)

2.5. Other Traffic Regulation Orders(TRO) and highway maintenance

20mph scheme

The town council’s 20mph proposal was amended slightly on the advice of the traffic planning team and the scheme received backing at the panel meeting in November.

It can now progress to formal public consultation later this year. The Road Safety Manager will meet the TRO Team on 22 April to establish a target date for this public consultation. Dorset Council needs to schedule the TRO public consultations and demand is currently high.

Bus Stops

I heard today (5 Feb) from the Public Transport and Infrastructure team:

“I am pleased to advise that both Charmouth stops are now quoted and booked for bus box re-painting, the Clappentail Lane bus box is also quoted, and job requested.

Timescales are difficult to provide but have been submitted to sign shop who will conduct the work as soon as they can.

Adrian is now back from leave and will look at the Langmoor Gardens stop.”

Other TROs and requests for maintenance

Outstanding requests to Highways are being updated and chased-up as necessary, continue to be raised with the new Portfolio Holder and/or submitted to the traffic planners considering pedestrian safety and development of longer term strategies.

In the meantime, please encourage residents and others to report concerns from road safety, 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/>

Providing more evidence of poor road conditions and potential hazards for pedestrians helps to establish priorities for action.

As the highways maintenance budget is fully committed, anything other than planned, emergency or winter weather responses are unlikely to take place unless alternative funding is secured.

2.6. [Council backs food projects across Dorset - Dorset Council](#) – 30 Jan 2025

I met the officer involved in co-ordinating some of the food security work for Dorset Council on the Food Resilience webinar on 27 Jan run by [Dorset CAN](#) and [Help and Kindness](#), who have jointly succeeded in enabling Dorset to be accredited as a Sustainable Food County and Bridport to be a Sustainable Food Place, part of a national network – see 3.13 below.

There will be an event soon (possibly in March) to encourage community groups involved in food resilience and social support initiatives in West Dorset to network with others to share ideas and connect for the benefit of their local residents.

3. Dorset Council member groups, other partnerships and local actions

3.1. Housing

The new Housing Advisory Board met for the first time 4 December and plans pro-active engagement for members, particularly on emergency accommodation and the Home in on Housing work.

The LibDem administration seems more open to member participation and for a more active, diverse role for Dorset Council to play in the provision of more social and affordable housing, based on local need.

I've asked for a local housing needs assessment here.

[Dorset Councils Housing Strategy 2024-2029](#) will be reviewed regularly at People and Health Overview Committee.

The Housing Advice Line has been set up by [Dorset Council, Citizens Advice and Shelter](#) to advise residents about housing cost worries and to prevent homelessness:

"Housing Specialist at Citizens Advice, Jacqui Few, added:

"When clients are referred to us from Dorset Council, we look at the wider picture and check whether people are receiving the right benefits and look at maximising their income. We also have a team of specialists who can advise including our Energy Advice team who can offer energy efficiency advice, help with billing issues and meter problems."

Please let residents know they can call Dorset Council for advice and support:

Email: housinghelp@dorsetcouncil.gov.uk

Tel: [01305 221000](tel:01305221000)

3.2. Children's Services, Skills and Education - Early Years Provision

I'm working with Children's Services to establish Early Years provision in Lyme Regis and have met local parents to discuss early ideas.

The Family Hubs model is being established across the county with a public consultation currently open on the use of Children's Centres – see 4.1. below.

Bridport is our Family Hub and Lyme has been identified for Early Years provision in the Children's Centre. Please encourage your networks to complete the [survey](#) to support this vital need and say how you would like Children's Centres to be used.

Dorset Council Children's Services Directorate has achieved several national awards, including in Leadership and Home Education; achieved the highest possible outcome in a recent SEND inspection; and has been selected for a Pathfinder government project with two other authorities on Children's Social Care.

3.3. West Local Alliance – Children's Services

Meets regularly, most recently on 6 January, to increase communications and shared understanding between all the organisations and agencies involved in providing services for our children and young people.

3.4. Carbon Literacy

Dorset CAN continues to offer low cost online Carbon Literacy for town and parish councils and community groups every month as part of the Community Pot funding.

Swanage Town Council has requested two full day, face-to-face workshops for staff and councillors in March.

Results came in today (5 Feb) with all the participants in the January workshops succeeding in gaining accreditation. This means a 100% pass rate for DCAN trained clerks, councillors and community group representatives since January 2024.

3.5. Wessex Regional Flood and Coastal Committee

The Regional Flood and Coastal Committee (RFCC) is a committee established by the Environment Agency under the Flood and Water Management Act 2010 that brings together members appointed by Lead Local Flood Authorities (LLFAs) and independent members with relevant experience for 3 purposes:

- to ensure there are coherent plans for identifying, communicating and managing flood and coastal erosion risks across catchments and shorelines
- to encourage efficient, targeted and risk-based investment in flood and coastal erosion risk management that represents value for money and benefits local communities
- to provide a link between the Environment Agency, LLFAs, other risk management authorities, and other relevant bodies to build understanding of flood and coastal erosion risks in its area

I attend as reserve member with Cllr Shane Bartlett, Portfolio Holder for Planning and Emergency Planning, who is Dorset Council's representative. WRFCC meets monthly.

3.6. Bathing Water Quality Partnership Alliance

The local partnership alliance of LRTC, Dorset Council, South West Water, the Environment Agency and River Lim Action met on 14 January to receive updates and discuss action plans.

Link to RLA's report ['River Lim Monitoring and What it Tells Us'](#)

Adam Steele, Dorset Council's Project Engineer, admitted he had only just been informed that the seafront surface water drainage proposal he understood had been agreed had not been. I am assured

by the Highways Asset Manager that the scheme will be assessed as soon as the design resource is available.

3.7. Dorset Local Nature Partnership (DNLP)

I'm reserve member representative on the Local Nature Partnership with Cllr Nick Ireland as Dorset Council's representative.

The Dorset LNP brings together a wide range of partners in public, private and voluntary sectors across the Bournemouth, Christchurch & Poole and Dorset council areas. It exists to maximise the benefits to be gained from protecting and enhancing the unique natural assets of the area for people, wildlife and businesses.

The Dorset Local Nature Partnership will:

- Provide leadership for those working to protect and enhance the environment in Dorset
- Advocate the good management of Dorset's natural environment for its own sake and the many benefits it offers
- Articulate the importance of Dorset's natural environment to economic and social wellbeing in a manner appropriate to diverse audiences
- Ensure that the natural environment is taken into account in policy and decision-making

3.8. Bridport Citizens Advice

I'm reserve member representative for Bridport Citizen's Advice, with Cllr Sarah Williams as Dorset Council's representative.

3.9. Waste Working Group

There is a new Dorset Council member Waste working group.

The first meeting is on 7 March and will discuss the Household Recycling Centre strategy, including information about the current service and performance, future options for the sites including service and site improvements, potential changes to opening days / times, location of sites and the long-term vision for the service.

3.10. 20mph Highways Authority Working Group

I was invited to join the '20 is Plenty' campaign's Highways Authority Working Group recently and attended an online presentation on 21 January of the benefits being reported in Wales and elsewhere of 20mph schemes.

The benefits included a 28% reduction in casualties (4 times the expected reduction) in Wales, reduced noise pollution in e.g. Brussels and reduced car insurance premiums in areas with 20mph schemes in Wales and England.

Other statistics being monitored by highway authorities show a 25% reduction in serious and fatal injuries in London, with a 36% reduction in vulnerable groups and 63% reduction in those walking.

The 20mph schemes are proving popular with residents where they have been introduced.

3.11. Uplyme Highways Forum

The next meeting of the Uplyme Highways Forum is 10 February.

3.12. West Dorset Environmental Alliance

I've been invited to join the West Dorset Environmental Alliance of community and county environmental organisations which meets regularly with our local MP.

At the recent meeting on 31 Jan, groups updated Edward Morello on their activities and he informed us the government voted the previous week to end debate on the [Climate and Nature Bill](#) (link to BBC News).

3.13. Sustainable Food Place network

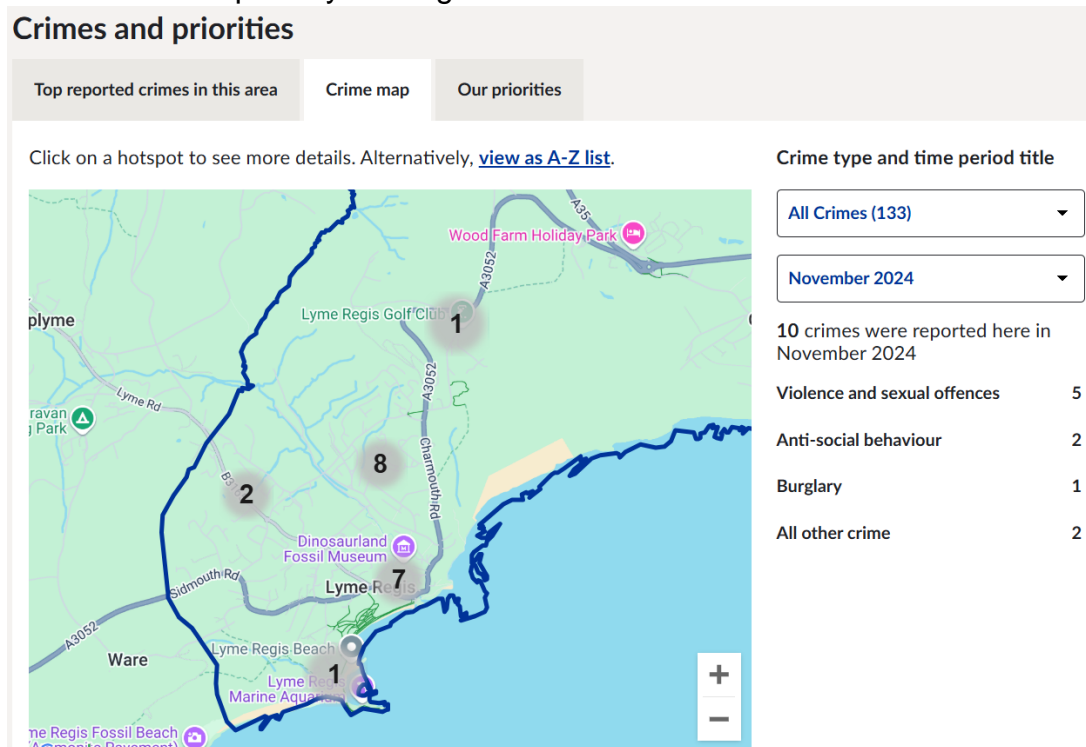
Dorset was accredited as a Sustainable Food Place as part of the national network [Home | Sustainable Food Places](#), with [Bridport](#) also gaining status as a member, the smallest town in the network.

[Bridport Food Matters](#) (BFM) co-ordinates projects and groups of food growers and producers, food security, sustainability and skills development with community resilience at the heart. [Bridport Town Council](#) is working with BFM and the Landworkers' Alliance to develop a [Food Security Plan](#) with funding from Dorset AONB (now Natural Landscapes) Sustainable Development Fund.

3.14. Dorset Police

Inspector Ged Want holds regular bi-monthly briefings with Dorset councillors and the Community Safety Team with the next being 14 February.

Latest crime map for Lyme Regis:



In the Police and Crime Commissioner's statement 5 February, Dorset Police Chief Constable Amanda Pearson added:

"Today's agreement of increasing the precept means we can look to the year ahead and plan how we will continue to provide an effective policing service to the communities of Dorset and deliver against the Police and Crime Plan, while making every penny count.

"It is important to recognise that Dorset Police is already a comparatively efficient service, with well-established local, regional and national collaborations. We are already lean and eking out further savings is becoming ever more challenging due to the efficiencies we have already achieved. To date these have included renegotiated contracts, innovative use of technology, extending life of equipment before replacement, additional income generation, and a reduction of 72 full time equivalent police staff posts under the current year savings schemes.

"The financial situation of the Force remains extremely challenging, and despite this increase in precept, we will have to continue to make some very difficult decisions to ensure we deliver effective policing within budget.

"Dorset remains one of the safest areas in the country, and we remain committed to being tough on crime, relentlessly pursuing those criminals who cause the most harm to our communities, keeping people safe and putting victims first."

4. Current Dorset Council Consultations

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

4.1. [Children's Centres Consultation - Dorset Council - Citizen Space](#)

This consultation aims to gather views on changing the use of council-owned buildings to improve access to and uptake of support services for families. Feedback from this consultation will be reviewed by the Council and used to form the final plan for service delivery.

Closes 21 February 2025

4.2. [Low Carbon Dorset Community Impact Survey](#)

[Low Carbon Dorset](#) is a Dorset Council programme helping local organisations reduce carbon emissions and save on energy costs.

Those receiving a grant from Low Carbon Dorset to install energy efficiency or renewable energy measures are encouraged to say how these measures have improved the building.

Lyme Regis has benefited from more Low Carbon Dorset funding and expertise per head than anywhere else in Dorset, with the Baptist Church, Boat Building Academy, Lyme Regis Development Trust, the Town Mill, Woodmead Halls and the town council all in receipt of support. Please ask your networks to complete the survey. Closes 28 February.

4.3. [Nutrient Mitigation Call for Land](#)

We are interested in receiving submissions from landowners and farmers for land that will help us deliver nitrogen mitigation in the Poole Harbour Catchment, especially those which will involve a permanent land-use change.

Closes 17 March.

Dorset Council's Local Nature Recovery Partnership is involved in a major project [Rivers Run Through Us](#) covering the Axe Valley catchment from West Dorset, East Devon and Somerset. The lead organisation will be the Blackdown Hills National Landscape and **River Lim Action** will be a key community stakeholder.

Presentations on the project were held on Tuesday 3 December in Chardstock with good participation from river group representatives from Lyme and Charmouth.

4.4. [Call For Sites](#)

Sites that may have potential for new homes (including for the settled and Traveller communities) and employment development can still be submitted through the online form.

Sites submitted will be assessed by officers in relation to their suitability for development and this assessment will form part of the evidence base for the Dorset Council Local Plan. The assessment and mapping will be published as part of the Local Plan evidence base.

Closes 4 April.

5. Councillor briefings

Briefings and training continues – topics available on request.

Recent and imminent sessions were/are on:

- Devolution Update
- Waste Services Update
- Budget Update
- Local Transport Plan 4 Update
- Community Safety
- Day Opportunities (Adult Services)

6. Dorset Councillor 'Surgeries'

Thursdays from 10am to 12pm at the Community Café at the Hub, Church St,

6 March, 10 April, 15 May

Saturdays from 10am to 12pm monthly at Lyme Regis Library, Silver Street,

1 March, 22 March, 26 April

7. 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; you'd like to volunteer on transport and accessibility; children's services; climate, environmental or nature recovery 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

5 February 2025

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 11 DECEMBER 2024

Present**Chairman:** Cllr P. Evans**Councillors:** Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Ellis, Cllr S. Cockerell, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Turner, Cllr A. Wood**Officers:** A. Mullins (support services manager), J. Wright (town clerk)**Guests:** Cllr B. Bawden (Dorset Council ward member)**Absent:** Cllr G. Turner

The mayor, Cllr P. Evans read out the town prayer.

24/110/C Public Forum**K. Gollop**

K. Gollop said he hoped the council would make sure the town was tidy and welcoming for visitors next year, not looking as it did last season with weeds growing out of the ground, and pallets and bins on Gun Cliff. He said the town was in a terrible state in April and May, which wasn't all the town council's fault, some of it was Dorset Council's (DC). He said Lyme Regis didn't have a good reputation for tidiness and people looked at the old parts of the town such as Bagster's Steps, the Cobb which was falling down, and the Three Cups which had been derelict for 30 years.

The mayor, Cllr P. Evans said the town council was trying hard to work with DC to solve some of the issues K. Gollop raised and it was a priority to rectify these issues.

24/111/C Dorset Council Matters

Cllr B. Bawden presented her report. She asked for a copy of the town council's response to the Dorset Council Plan, for reference.

Other updates since writing her report included:

- DC's chief executive Matt Prosser was leaving his post
- DC's budget café had been cancelled pending the announcement on the local government finance settlement and DC had been talking about service cuts
- Environment Agency cuts were likely to affect future capital programmes in Lyme Regis, including the phase 5 improvement works to the Cobb. There was also no confirmed funding allocation for the beach management/harbour dredging works in spring 2025 and DC had asked the town council for a contribution to this.

Members asked questions about other towns' contributions to harbour dredging, early years' provision, waste management, and the phase 5 repairs.

Cllr B. Bawden said she would find out what other towns contributed to harbour dredging, she confirmed discussions had taken place with St Michael's Primary School about early years' provision, and that she was struggling to get local businesses engaged about changes to waste management.

A member said the lights in Broad Street car park were still not working, despite being reported to DC.

24/112/C Questions from Councillors

There were none.

24/113/C Apologies for Absence

Cllr G. Stammers – illness

24/114/C Disclosable Pecuniary Interests

There were none.

24/115/C Dispensations

There were none.

24/116/C To confirm the accuracy of the minutes of the Full Council meeting held on 4 September 2024

Proposed by Cllr A. Wood and seconded by Cllr C. Reynolds, the minutes of the Full Council meeting held on 23 October 2024 were **ADOPTED**.

24/117/C Matters arising from the Full Council meeting held on 23 October 2024

Grant Request for the Hire of a Dementia Bus

It was noted the wellbeing event at the Woodmead Halls was well attended and the dementia bus, which was partly funded by the council, was a success, with many positive comments.

Dorset Council's Draft Council Plan

The town clerk said the plan had been approved by DC's Full Council. He would take a report to the Strategy and Finance Committee on 29 January 2025 to allow members to consider issues in the plan that would potentially affect Lyme Regis. This would allow members to have the discussion before DC's leader Cllr Nick Ireland attended the Full Council meeting on 12 February 2025.

24/118/C Update Report

Councillor vacancy

The support services manager said DC had confirmed it had received the required 10 requests from Lyme Regis electors to hold an election to fill the councillor vacancy. The election would be held on 13 February 2025.

24/119/C Mayor's Announcements

The mayor, Cllr P. Evans clarified the Lyme Regis/St George's Twinning Association coffee morning did not take place.

The mayor, Cllr P. Evans congratulated the Christmas Lights Committee for this year's display and the switch-on event.

24/120/C Planning Committee

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, it was **RESOLVED** to receive the minutes of the meetings held on 15 October, 5 and 26 November 2024, and to note the committee's comments made on planning applications under the power delegated by Full Council.

24/121/C Environment Committee

Proposed by Cllr S. Cockerell and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meeting held on 20 November 2024, and adopt the recommendations, as follows:

24/43/ENV – To receive a report from the River Lim Action Group

A member asked what the group would use the funding for.

It was noted this information had been provided to the Environment Committee, which was satisfied with the request. It was agreed this information would be re-sent to members.

RESOLVED: to approve the funding request from the River Lim Action Group for the sum of £7,908.32 for works in 2024/25.

24/45/ENV – Consultation on the Reform of the Bathing Water Regulations 2013

RESOLVED: that the response to the Consultation on the Reform of the Bathing Water Regulations 2013 be delegated to three members and officers so that the response would be in on time, taking into account the input of the River Lim Action Group.

24/122/C Human Resources

It was noted the Human Resources Committee meeting scheduled to take place on 30 October 2024 had been cancelled.

24/123/C Strategy and Finance

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, it was **RESOLVED** to receive the minutes of the meeting held on 27 November 2024, and adopt the recommendations, as follows:

24/44/SF – Introduction of lost property policy

RESOLVED: to approve the proposed lost property policy.

24/45/SF – Fixed Assets Policy

RESOLVED: to approve the fixed assets' policy.

24/46/SF – Allocation and Distribution of Grant Funding

RESOLVED: to approve a five-year annual grant budget of £140,000 from 1 April 2025 until 31 March 2030 and within that budget approve an annual allocation of £100,000 to term grants, an annual allocation of £25,000 to large capital grants and an annual allocation of £15,000 to community grants; to approve a large capital grants' policy and procedure; to approve changes to the existing term grants' policy and procedure; and to approve changes to the existing community grants' policy and procedure.

24/47/SF – Budget and Precept 2025-26 and Five-Year Financial Plan 2025-30

RESOLVED: to approve a budget for 2025-26 including the proposed priority 1 and 2 objectives with the following exceptions:

- Remove the £25k for the continuation of the council's budget to carry out the climate action plan
- Defer renewable energy projects, of £15k, until better defined
- Remove installation of more LED lighting, £3k
- Defer waste initiatives of £10k, until better defined
- Remove electric strimmers at £12k

to allocate £5k from the 2024-25 climate action plan budget for signage in the seafront gardens; to approve a precept of £163,254 for 2025-26; and to approve the five-year financial plan for 2025-30 and note the impact on the council's forecast reserve over that period.

24/48/SF – Charges for Filming on Town Council Land

RESOLVED: to approve the proposed charging structure for filming on town council land.

24/49/SF – Consultation by Dorset Council about the local adoption of Street Trading legislation

RESOLVED: to instruct officers to respond to Dorset Council's consultation about the local adoption of Street Trading legislation in consultation with the chairman of the Strategy and Finance and Town Management and Highways Committees and in line with the views expressed by the Strategy and Finance Committee.

24/50/SF – Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

RESOLVED: that Cllrs S. Cockerell, P. Evans and P. May work with the town clerk to draft a response to the Ministry of Housing, Communities and Local Government's open consultation on 'Enabling Remote Attendance and Proxy Voting at Local Authority Meetings', to be considered by the Full Council on 11 December 2024.

24/51/SF – List of Payments

RESOLVED: to approve the schedule of payments in April and October 2024 for the sums of £171,716.16 and £325,515.12, respectively.

24/124/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 meeting held on 13 November 2024, and adopt the recommendations, as follows:

23/129/TCP – Dorset Town of Culture 2026

RESOLVED: not to submit an expression of interest for Lyme Regis to become the Dorset Town of Culture 2026.

24/125/C Town Management and Highways Committee

Proposed by Cllr P. May and seconded by Cllr A. Wood, it was **RESOLVED** to receive the minutes of the meeting held on 6 November 2024, and adopt the recommendations, as follows:

24/51/TMH – Future Use of Langmoor Room

RESOLVED: that a concerted effort is made to better market and promote the use of the Langmoor Room to local community and other groups and to school groups visiting the town, noting the lack of level and fully DDA compliant access, and to review its use in summer 2025.

24/126/C To receive the minutes of the Gardens Working Group meeting held on 26 November 2024

Proposed by Cllr C. Reynolds and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the Gardens Working Group meeting held on 26 November 2024.

24/127/C Appointments to Council Committees

Proposed by Cllr P. May and seconded by Cllr A. Wood, members **RESOLVED** to appoint Cllr Matthew Denney to the Environment Committee, Planning Committee, Tourism, Community and Publicity Committee and Town Management and Highways Committee.

24/128/C Policy and Procedure for the Appointment of Non-Members to Council Committees

One member felt people should not be appointed to any committees but should be invited to speak at meetings if they had a specialist interest. Otherwise, they should be elected to the council or speak in the public forum.

The town clerk said the Environment Committee's current terms of reference allowed for non-members to be appointed to the committee but there was a suggestion this be extended to all committees.

Some members were concerned the proposed policy and procedure was too onerous and would deter people from being co-opted to committees. There were concerns the requirements of the policy would normally apply to people being co-opted to the council with voting rights, rather than non-voting members on committees.

There was also concern a person would be automatically co-opted if there was only one candidate, but this wasn't what the Environment Committee wanted.

The town clerk said his advice was based on the appropriate national policy for the appointment of non-members and the only difference between his proposal and what some members wanted was the issuing of a public notice to allow people to express their interest in being appointed. He said it was important to have a transparent procedure and to give everyone an equal opportunity to apply to protect both non-members and members from allegations of favouritism.

A member asked if a notice had been issued to co-opt members to the committee.

The town clerk said there was no notice, no prior discussion and no decision to start a process to select non-members. He had received three unsolicited emails from members of the public to be appointed to the Environment Committee.

However, a member pointed out that the Environment Committee's terms of reference were on the council website, which stated it could co-opt up to six non-members and which was seen by the three individuals who sought more information.

A member emphasised that the non-members were non-voting members who couldn't influence decisions of the committee. However, another member said just because they couldn't vote, it didn't mean they couldn't influence.

It was proposed by Cllr P. May and seconded by Cllr C. Aldridge that the proposed Policy and Procedure for the Appointment of Non-Members to Council Committees is returned to officers for further review, especially to take into account feedback by the Environment Committee and the issues raised at the Full Council meeting on 11 December 2024.

This motion was not carried.

It was proposed by Cllr M. Ellis not to allow the co-option of non-members to council committees, other than the Environment Committee as this is already in the terms of reference, and to approve the proposed Policy and Procedure for the Appointment of Non-Members to Council Committees.

There was further debate about the proposed policy and procedure as there was concern it meant if there were fewer candidates than the number of places, the council should automatically accept them, which the Environment Committee was not in favour of.

The town clerk said although he didn't agree with it, these were the rules around elections and co-option that meant a 'sole' candidate is elected. He said he had created a policy and procedure that was consistent with this.

Cllr M. Ellis withdrew her proposition.

24/129/C Information about meetings held by LRTC officers with members in the council office

A member suggested, in the interests of transparency, members should know what meetings officers were having with other members and roughly what the content was. It was suggested officers' diaries or the meeting room diary could be shared with members.

Some members were concerned about how this would add to officers' workload and questioned what the aim of this was if the content of the meetings would not be shared.

The town clerk said he had no issue with sharing his diary, although there would need to be some sensitivity around any personal appointments included in it. He said there was no meeting room diary but meetings and events were already included in the members' briefing. He said it was important for officers to build relationships with members and he didn't feel comfortable reporting on meetings; he suggested if members wanted to know what a meeting was about, they should approach the member(s) involved directly.

The town clerk said he felt the suggestion was setting the wrong tone and culture and would create more bureaucracy and work.

A member said even if a diary of meetings was shared with members, members often called into the office unplanned to talk to an officer or spoke to them on the phone, so this wouldn't be recorded in the diary.

It was proposed by Cllr P. May and seconded by Cllr S. Cockerell that members are given access to the town clerk's diary but the access is limited so members do not see sensitive information.

This motion was not carried.

24/130/C Proposed Response to the Ministry of Housing, Communities and Local Government's Consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

Members supported the proposed response to the consultation.

Further information was needed from members to complete question 5 regarding the likelihood of members attending meetings remotely, and it was agreed it would be 'more than 10% but less than 50%'.

Proposed by Cllr P. Evans and seconded by Cllr C. Aldridge, members **RESOLVED** to approve the proposed response to the Ministry of Housing, Communities and Local

Government's consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings, and on question 5 to answer 'more than 10% but less than 50%'.

24/131/C Budget and Precept 2025-26

The town clerk drew members' attention to the officer recommendation to bring forward landslip works scheduled for 2025-26 to 2024-25 in light of recent land movement in Cobb Road and on the advice of the council's geotechnical engineer. He said there was scope in the 2024-25 to do this and officers would look to award the work by contract negotiation, in order to start as early in 2025 as possible.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to maintain the council's reserve at £1million for 2025-26; for 2025-26, approve an income budget estimate of £2,252,456 and an operational expenditure budget estimate of £2,083,971 in 2025-26, i.e., a surplus of £168,485; approve up to £418,308.32 for projects and objectives in 2025-26 (the projects are funded from £126,642 from the forecast reserve at 31 March 2025, £168,485 from 2025-26 budget surplus and £120,000 from the sale of two day huts, with the difference of £3,181.32 being taken from the reserve); approve the 2024-25 precept at £163,254; to note the outline five-year financial plan; and to approve bringing forward landslip works scheduled for 2025-26 to 2024-25.

24/132/C Investments and Cash Holdings

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to note the cash position at the end of November 2024.

24/133/C List of Payments

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members **RESOLVED** to approve the schedule of payments in November 2024 for the sums of £271,594.39.

24/134/C Relocation of Council Offices and Disposal of Existing Building and Site

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

24/135/C Woodmead Car Park Tenders for Drainage Works

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

24/136/C Wedding Stewards' Rate of Pay

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

24/137/C Postholder 226, Six-Month Probation Review

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

24/138/C Exempt Business

a) Relocation of Council Offices and Disposal of Existing Building and Site

The town clerk said officers were in discussions with Lyme Regis Museum to confirm the date they would be moving out of Unit 1. Officers were also in discussions with Lyme Regis Development Trust about the opportunity to acquire a further unit at St Michael's Business Centre to provide space for meetings, including council meetings.

The town clerk said officers needed guidance from members on whether to sell the land adjacent to the office building as part of the sale of the offices.

There was concern about the lack of parking at St Michael's Business Centre, although it was noted if the council took another unit, officers would look to open negotiations about an additional parking space. It was also noted there would continue to be parking at the Guildhall and cadet hut.

In response to member questions, the town clerk confirmed access to the Marine Theatre and access through the archway under the Guildhall would be maintained.

It was suggested valuations were sought for the building on its own and the building with the land before a decision was made about whether to include the land in the sale.

The town clerk said the current value estimates were within a range and were yet to be determined. He said the deputy town clerk would like an in-principle decision to sell the office with the land and he could then obtain indicative values. However, it was believed the land could be worth as much as the building, and marketing them together would significantly enhance the value of the whole site.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to market the sale of the existing council office building and additional area of adjoining town council-owned land.

b) Woodmead Car Park Tenders for Drainage Work

The town clerk said further discussions had taken place with the lowest tenderer and they maintained they could complete the works in three weeks. However, they had since provided a price for the work over six weeks, which was still significantly lower than the other two tenders.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to appoint N & G Groundworks Ltd, Lyme Regis, to carry out works to improve the surface water and general drainage at the Woodmead car park, up to the revised tender amount if the duration of the work extends to six weeks, and to employ Geoff Bennett of Seaton to ensure full compliance with Construction (Design and Management) Regulations 2015 at a cost of £1,500.

c) Wedding Stewards' Rate of Pay

Proposed by Cllr S. Larcombe and seconded by Cllr G. Caddy, members **RESOLVED** to approve an increase to the rate of pay for wedding stewards to £31.53 per ceremony.

d) Postholder 226, Six-Month Probation Review

Proposed by Cllr P. May and seconded by Cllr A. Wood, members **RESOLVED** to confirm post holder 226's appointment for the remainder of the fixed-term contract and to agree an increase in their salary from SCP 21 to 22, backdated to 1 November 2024.

The meeting closed at 8.33pm.

Committee: Full Council

Date: 12 February 2025

Title: Matters arising from the minutes of the Full Council meeting held on 11 December 2024

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 11 December 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

24/130/C – Proposed Response to the Ministry of Housing, Communities and Local Government’s Consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

The council’s response to the consultation was submitted on 17 December 2024.

24/135/C – Woodmead Car Park Tenders for Drainage Works

The contractor commenced work on 3 February 2025 and is estimating a 2-3 week programme of works. The work is being undertaken on a phased basis, area by area, in order to minimise disruption for car park users. Every effort is being made to complete the more disruptive works prior to the half-term break.

24/136/C – Wedding Stewards’ Rate of Pay

The new rates of pay were confirmed to the wedding stewards on 14 January 2025 and were applicable to ceremonies from 12 December 2024.

24/137/C – Postholder 226, Six-Month Probation Review

Following Postholder 226’s probationary review, his appointment for the remainder of the fixed-term contract has been confirmed in writing. The new salary arrangements were implemented from the January payroll.

John Wright
Town clerk
January 2025

Committee: Full Council

Date: 12 February 2025

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Councillor vacancy

Following the resignation of Cllr John Trevena on 2 December 2024, notice of a town councillor vacancy was given on Monday 9 December 2024. By the deadline of 2 January 2025, Dorset Council received at least 10 requests for an election to fill the vacancy.

The deadline for nominations to be received was Friday 17 January. No nominations were received.

The new notice of election will be published on Thursday 20 February, with a deadline of 4pm on Friday 28 February for receipt of nominations. If the election is contested, a poll will be held on Thursday 27 March.

Town Bus

A fully refurbished, low mileage but second-hand 16-seat Peugeot 2.2 Hdi minibus has been ordered at a cost of approximately £30k + VAT (the approved budget was 'up to £55k') and a further meeting took place with the 'volunteers group' on 4 February 2025, at which the practical issues of rotas, insurances, DBS checks, driver training, etc, were discussed in more detail. The intention remains to have the service up and running during April.

The route of the bus will be discussed at the Travel and Transport Working Group meeting on 17 February 2025 and a full report will be submitted to the next meeting of the Town Management and Highways Committee on 26 February 2025.

MUGA

Authority to make decisions relating to this matter was delegated to the town clerk in conjunction with the mayor and the chairman of the Town Management and Highways Committee.

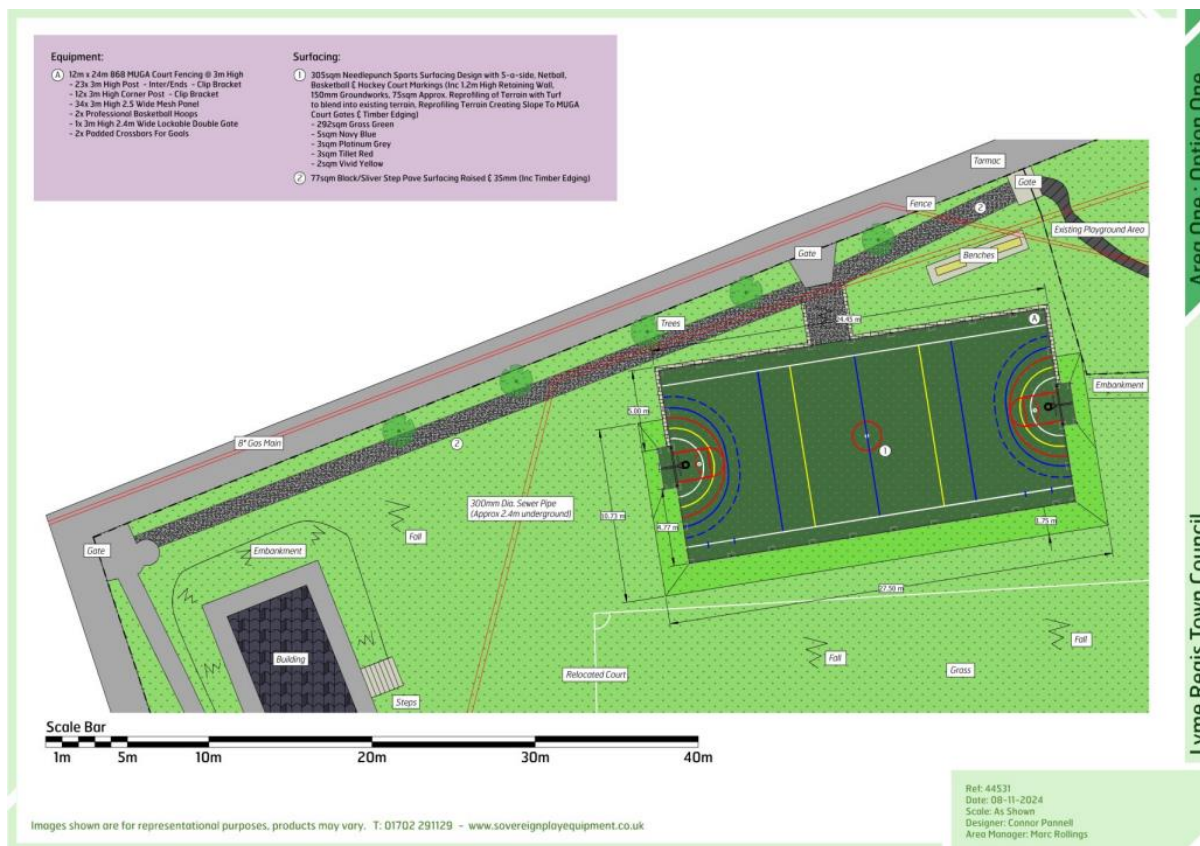
Revised prices have been obtained for a redesigned MUGA adjacent to the children's playing area fronting Anning Road. Prices include all of the associated ground and access works. Prices have also been obtained for the necessary works to remove the BMX humps and to level and reseed that area.

Discussions have been ongoing with the youth football team about how best to undertake the works to minimise disruption to their season.

The intention is to carry out the ‘accommodation works’ as soon as possible but to then undertake the construction of the MUGA immediately following the end of the playing season, i.e., mid-May. This fits well with contractor mobilisation periods. The duration of the works is likely to be 6-8 weeks, including all groundworks. This would mean the MUGA was available for use by the beginning of the school summer holiday period.

A more comprehensive report will be taken to the Town Management and Highways Committee on 26 February 2025, but there is a high degree of confidence that the total works can be completed for well within the approved budget of £150k.

Below are images of the intended MUGA:





Works at Monmouth Beach

The work to remove slipped material from the land above the chalet park commenced on 3 February 2025 and is progressing well.

All material is being removed from site to a licensed landfill site, and no lorries are going through the town.

It is hoped that all material can be removed well before the beginning of the chalet 'occupation period' commencing on 1 March 2025. The estimated total cost is well within the approved £120k budget, despite 'double-handling' of material to minimise mess and disruption, both within the site and through the car park.

John Wright
Town clerk
February 2025

Mark Green
Deputy town clerk

**Mayor's Engagements for
December 2024 and January 2025**

Tuesday 3 December 2024	Waved off senior citizens on their Christmas outing to Cribbs Causeway . Attended the Annual Meeting of the Lyme Regis/St George's Twinning Association as President.
Thursday 5 December 2024	Attended launch of new craft at the Boat Building Academy
Saturday 7 December 2024	Accompanied by the Mayoress, attended the Lyme Regis/St George's Twinning Association coffee morning. Accompanied by the Mayoress attended the Old Folk's Christmas Dinner.
Sunday 8 December 2024	Accompanied by the Mayoress, attended Lyme Regis Business Association's Community Christmas Dinner.
Monday 9 December 2024	Attended the launch of three vessel at the Boat Building Academy.
Wednesday 11 December 2024	Attended the Christmas party at the Talking Café at Hallett Court.
Friday 13 December 2024	Accompanied by the Mayoress, attended the Christmas Tree Festival at the Baptist Church where a tree for the Mayor's charities raised nearly £80. Hosted the council staff and members Christmas dinner at the Royal Lion.
Saturday 14 December 2024	Accompanied by the Mayoress, attended the Lyme Regis Bowling Club Christmas party at the Power Boat Club.
Sunday 15 December 2024	Accompanied by the Mayoress, presented the prizes for the best dressed Christmas window competition, part of the Big Christmas Weekend promotion.
Tuesday 17 December 2024	Attended a meeting of the town bus volunteer drivers.
Thursday 19 December 2024	Accompanied by the Mayoress, attended the Christmas Carol stage production at the Marine Theatre.
Friday 20 December 2024	With the town clerk met West Dorset's new MP, Edward Morello.
Saturday 21 December 2024	Held my third surgery in the Mayor's Parlour.

Monday 23 December 2024	Accompanied by the Mayoress attended Carols Around the Christmas Tree, organised by the Rotary Club.
Wednesday 1 January 2025	Accompanied by the Mayoress, started the New Year's Day Duck Race organised by the Christmas Lights Committee.
Saturday 4 January 2025	Accompanied by the Mayoress, attended the 21st birthday of Freeman of the Town Joshua Denning.
Tuesday 14 January 2025	Accompanied by the Mayoress, hosted a reception for the Lyme Regis/St George's Twining Association in the Guildhall.
Wednesday 15 January 2025	Attended presentation by Woodroffe School pupils of sculpture maquettes and designs for public gardens.
Friday 16 January 2025	Officially opened the renovated Garden Pavilion in Langmoor Gardens attended by councillors, staff members and public.
Saturday 18 January 2025	Accompanied by the Mayoress, attended the Open Afternoon of the Repairs Café at the Power Boat Club.
Monday 17 January 2025	Accompanied by the Mayoress attended an opening evening at the Community Waffle House in the former Post Office.
Tuesday 28 January 2025	Accompanied by the Mayor, attended the opening of the cinema at the Marine Theatre.
Friday 31 January 2025	Accompanied by the Mayoress, hosted a reception for the volunteers at the Visitor Hub in the Jubilee Pavilion.

Planning Applications dealt with under Chairman's delegated authority following the cancellation of the Planning Committee scheduled to take place on 7 January 2025

1. **Application No:** P/LBC/2024/07326 **Location:** 6 Bridge Street Lyme Regis DT7 3QA
Proposal: Change of use of ground floor to residential and accompanying repairs internally and externally.

Recommend approval on the basis the planned change of use and associated repairs bring the building back into beneficial use and do not materially harm its Listed status.

2. **Application No:** P/HOU/2024/06828 **Location:** 11 Clappentail Park Lyme Regis DT7 3NB
Proposal: Alterations and refurbishment of existing dwelling and associated external works including driveway alterations.

Recommend approval on the basis the planned works are in accordance with the approved development plan and do not adversely impact either the appearance of the area or the residential amenity of neighbouring properties.

3. **Application No:** P/FUL/2024/07270 **Location:** The Woodcraft Shop Pooles Court Lyme Regis DT7 3DD
Proposal: Change of use from mixed use shop/workshop with flat above to single dwelling house.

Recommend approval on the basis the planned works are generally in accordance with the approved development plan, bring a currently unused and semi-derelict building back into beneficial use, do not adversely impact the appearance of the area and do not adversely impact the residential amenity of neighbouring properties to an unacceptable degree.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 28 JANUARY 2025**

Present:

Chairman: Cllr G. Turner

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

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

24/233/P

Public Forum

G. Noakes

G. Noakes spoke in relation to planning application P/VOC/2024/06786. She believed there were errors in the draft minutes from the meeting held on 17 December 2024, she believed the council agreed on 'no comment' for the application and requested a copy of the audio recording. She also requested that the council listened back to the previous audio and made changes to the minutes accordingly.

G. Noakes referenced the comments provided to Dorset Council from ward member Cllr B. Bawden on 31 December 2024, stating that the majority of the comments had been made against a planning application that had already been approved previously. She believed this was not an impartial view of the variation of condition from a Dorset Council member and she felt that pressure had been put on to Lyme Regis Town Council, which resulted in the change from what she thought was 'no comment' to 'refused'.

She said in conclusion that she contested the draft minutes and requested a full review of the audio recording to be undertaken so the minutes from the meeting reflected what had transpired in the previous meeting.

G. Wells

G. Wells spoke in relation to planning application P/VOC/2024/06786 and was the architect for the scheme. She said there were no further changes to the application itself, the amendment was because the surveyor from Dorset Council took the spot level from a different point from which the existing spot level was taken from, resulting in a different outcome. She gave members a document showing the area surrounding the applicant's house, describing the differences in size and distances of the houses.

N. Offord

N. Offord spoke in relation to planning application P/VOC/2024/06786 and said she was against the application. She wanted to address the claim the agent made of making a mistake with her plans which culminated in the house being built too high. The mistake was noticed by their own surveyors in August 2024, and they immediately spoke to the builders, who carried on building despite being told it was built too high.

She also objected to the new metal gabion boundary that was erected around number 5 as it did not seem in keeping with the surrounding area.

She asked that the town council recommended to Dorset Council that the metal gabions outside number 5 be changed to something more sensitive to the area, such as hedgerow.

S. Offard

S. Offard spoke in relation to planning application P/VOC/2024/06786. He gave a short background to the application being originally refused, then approved despite the many objections, including one from the town council. He said the issue with the height of the building was raised with the agent and planners in 2024 and he believed a choice was made to carry on building after they had been made aware of the error in building height.

He said a covenant had been ignored, he noted there were no other houses in the close that had gone from a bungalow to a three-storey house. He objected because ENV 10, 12 and 16 had all been ignored, the building was too large and over dominant, and it did not fit the harmony of the area.

M. Noakes

M. Noakes spoke in relation to planning application P/VOC/2024/06786. He asked the members to remember they were only there to comment on the variation of condition and not the original application, which had already been approved and therefore it was not about the housework or metal gabions. He said the house was built to the correct size from the approved plans, and the issue with the height was down to a technical issue. The house was built no bigger as a result. He said the covenant, mentioned by Mr S. Offard, did not extend to 5 Overton Close and was not a planning matter.

24/234/P Apologies for Absence

Cllr M. Denney

24/235/P Minutes

Proposed by Cllr P. May and seconded by Cllr S. Larcombe the minutes of the meeting held on 17 December 2024 were **ADOPTED**.

24/236/P Disclosable Pecuniary Interests

There were none.

24/237/P Dispensations

There were none.

24/238/P Member planning recommendations

Noted.

24/239/P Matters arising from the minutes of the Planning Committee held on 17 December 2024 and from the planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 07.01.25.

There were none.

24/240/P Update Report

There were none.

24/241/P Planning and Licensing Applications

1. P/VOC/2024/06786 (Received 16.01.25)

AMENDED PLANS

Erect a first-floor extension to include balcony, front porch and associated works and landscaping (with variation of condition 2 of P/HOU/2023/00174 - to amend ridge height, include solar panels and additional roof light and amend landscaping scheme; and discharge condition 3 to agree external facing materials).

5 Overton Close Timber Hill Lyme Regis DT7 3HQ

Members discussed this application at some length and noted this council's recommendations of refusal in respect of the two previous applications relating to this property, including P/HOU/2023/00174, which included a ridge height lower than that 'as built' and now sought through variation of condition.

Members were of the opinion that this council's position should remain consistent with that previously expressed and that Dorset Council, as planning authority, should determine how to deal with the 'as built' situation.

The town council reiterates its previous comments about earlier applications and recommends refusal of this application because the requested variation would be of an overbearing nature and scale, impact negatively on the residential amenity of adjoining properties in general and number 4 in particular and on the street scene and is not in keeping with the character or scale of existing properties in the area. It is noted the applied for variation is retrospective and for development 'as built' and it must be for the planning authority to determine how best to deal with this situation.

Cllr S. Cockerell abstained from voting.

2. P/LBC/2024/07384 (Received 06.01.25)

LISTED BUILDING CONSENT

Internal and external alterations to include re-rendering of front and rear facades; removal of suspended timber floor to ground floor; replacement window to first floor landing; removal of C20 wall boards; replacement of front door.

27 Coombe Street Lyme Regis DT7 3PP

The town council recommends approval of the application because it is in accordance with the approved development plan, it does not involve material harm and doesn't compromise any important listed features.

3. P/VOC/2024/07392 (Received 02.01.25)

VARIATION OF CONDITION

Siting of Chalets and Day Huts (retrospective) (with variation of condition 2 of planning permission WD/D/19/001974 to extend use of chalets until March 2030).
Monmouth Beach Chalets Monmouth Beach Lyme Regis DT7 3LE

The town council offer no comment on the grounds they are the landowner of the application.

4. P/HOU/2024/07389 (Received 10.01.25)

HOUSEHOLDER PLANNING PERMISSION

Install rear exit to garden via roof terrace and steps with dormer above door.
Glen Andred The Coach House Colway Lane Lyme Regis DT7 3HE

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.

5. P/VOC/2024/07517 (Received 15.01.25)

VARIATION OF CONDITION

Demolish garage, annexe, WC, shed and removal of boundary wall. Erect 2No. dwellings with associated landscaping and create new access to highway including new dropped kerb (with variation of condition 2 of planning permission P/FUL/2022/03753 to install 2 no. roof lights to rear of plot 1).
10 Millgreen Court Lyme Regis DT7 3PJ

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.

6. P/HOU/2025/00119 (Received 21.01.25)

HOUSEHOLDER PLANNING PERMISSION

Installation of 14 solar PV panels on an existing flat roof
19A Broad Street Lyme Regis DT7 3QE

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.

24/242/P Amended/Additional Plans

Noted.

24/243/P Withdrawn Applications

Noted.

24/244/P Planning Decisions

Noted.

There were none.

The meeting closed at 8pm.

DRAFT

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 22 JANUARY 2025

Present:

Chairman: Cllr S. Cockerell

Members: Cllr M. Denney, Cllr G. Stammers, Cllr P. May

Other members: V. Elcoate, J. Breeze

Officers: A. Mullins (support services manager), A. Turner (operations manager)

Absent: Cllr G. Turner

24/46/ENV Election of Vice-Chairman

It was proposed by Cllr S. Cockerell and seconded by Cllr G. Stammers that Cllr P. May is vice-chairman of the Environment Committee.

There being no other nominations, Cllr P. May was duly **ELECTED** as vice-chairman.

24/47/ENV Public Forum

G. Roberts

G. Roberts from the River Lim Action Group (RLAG) said the group had released a report, which were the results of last year's pollution, and had secured funding from East Devon to host two events to raise the group's profile within the wider catchment. The first would be a public presentation at the Pine Hall on 14 March 2025. There would be a leaflet drop to every household to advertise this as there had been criticisms in the past that the group was not inclusive, so they were trying to gauge the opinion of the wider catchment. The event would include speakers from farming and protected landscape and the Farming and Wildlife Advisory Group, who could also advise on available grants. The second event was a complimentary breakfast, paid for by East Devon, for landowners, with 50 invites being sent to farmers and riparian owners. The event was an opportunity to share the information RLAG had gathered, particularly on pollution. He said farmers contributed to the pollution but were not the cause so they wanted to address this with them at a personal meeting. The town council would be invited to the event a landowner, as it would give an overview of council-owned land and what could be done to improve biodiversity and to make the river more resilient to climate change.

24/48/ENV Apologies

Cllr C. Aldridge – prior commitment

Cllr S. Larcombe

Cllr A. Wood – holiday

G. Barr

24/49/ENV Minutes

It was noted the deputy town clerk was on the attendance list but was not present, and the town clerk was present but was not on the attendance list.

It was also noted Cllr G. Stammers' name was incorrectly recorded as J. Stammers.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, the minutes of the meeting held on 20 November 2024, with the above amendments, were **ADOPTED**.

24/50/ENV Disclosable Pecuniary Interests

There were none.

24/51/ENV Dispensations

There were none.

24/52/ENV Matters arising from the minutes of the previous meeting held on 20 November 2024

Carbon Literacy Organisation Accreditation

The operations manager said the deputy town clerk would undertake training to be able to train others in the organisation, with other managers also potentially being trained to deliver.

Budget

It was noted the council had not agreed to allocate £25k specifically to this committee but it had put forward projects for 2025-26, which had been largely accepted by the council.

24/53/ENV Update Report

Updates from Community Organisations

V. Elcoate said following the recent bathing water quality meeting, Dorset Council had put money in its budget to carry out a survey of highway drainage assets on Marine Parade and Cobb Road and pollution on Front Beach.

V. Elcoate said the RLAG had done a survey of the river to pinpoint problems and South West Water (SWW) was tackling pollution in the lower parts of the river. RLAG had published a monitoring report at the end of 2024, which included a list of action points and recommendations, and the group had written to the Environment Agency (EA) to ask for an action plan to improve water quality at Church Cliff Beach. The EA had produced an action plan and the group would hold them to account on this.

Use of Biodiesel/HVO in council vehicles

It was noted biodiesel would be used in the town bus and it was queried whether the park and ride bus could also use it. It was noted that the council hadn't asked the park and ride operator to use biodiesel, although this was something to think about in future.

24/54/ENV Climate and Nature Survey, Dorset Town and Parish Councils

It was noted this was a fact-finding exercise by DC so there were no particular expertise required to respond. However, it was suggested this exercise could form the basis for developing the council's nature policy.

Proposed by Cllr P. May and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate Cllrs P. May and S. Cockerell to work with officers to formulate a response to the Town and Parish Council – Climate and Nature Survey.

24/55/ENV New Waste Regulations (Simpler Recycling in the Workplace, England)

It was noted local information events about the new regulations had not been well attended by local businesses and that storage of the bins, especially in Broad Street, would be a major issue. It was suggested the town council needed to have a proactive approach to engage with businesses to find out what the issues were and whether the council could do anything to help them. The disposal of food was considered to be the most significant issue.

The support services manager said although it wasn't the town council's responsibility to manage waste from commercial properties, it would impact the council because of its tenants on the seafront and at the chalet and caravan park. It was noted the council would also be required to separate its own waste.

It was agreed it would be beneficial for the town council to discuss practical solutions with businesses and DC.

Proposed by Cllr P. May and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate Cllr P. May, Cllr S. Cockerell and J. Breeze to set up a meeting to bring together local businesses, the town council and Dorset Council to discuss the new waste regulations and practical solutions.

It was also agreed information about the regulations should be included in the council's business briefings.

24/56/ENV Solar Communities

It was suggested the council could proactively encourage PVs on residential properties, by gathering together people who are interested in doing this and bringing in trusted suppliers. It was noted Dorset Climate Action Network (DCAN) would be happy to help implement a plan. As government grants would be available in June for domestic solar, this would be a good time to progress the idea.

It was suggested a meeting be set up with DCAN to progress this and Cllr M. Denney and V. Elcoate agreed to be involved.

Proposed by Cllr P. May and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to set up a meeting with Dorset Climate Action Network to progress the idea of a scheme to install solar panels on residential properties, to include Cllr M. Denney and V. Elcoate.

24/57/ENV Strategic plan for achieving net zero carbon emissions by 2030

It was suggested the current plan for achieving net zero carbon emissions by 2030 wasn't a strategy, but more of a list of works, and it required further development to make it into a strategy.

It was suggested the plan was restrictive as it focused on the council's activities, rather than engagement in the community, and it needed to look wider to be meaningful.

It was queried whether a baseline of net zero was carried out when the plan was formulated. It was also suggested every action should have a carbon reduction target against it and the strategy should be broadened to include nature.

The support services manager said key performance indicators were identified in 2022 so these could be used as a baseline.

It was suggested a small group developed a climate action strategy and Cllr P. May, Cllr S. Cockerell and V. Elcoate agreed to be involved.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllr P. May, Cllr S. Cockerell and V. Elcoate develop the council's climate action strategy, to be presented to the Environment Committee for approval.

24/58/ENV Migration to Electric Powered Vehicles

Members noted the use of biodiesel may be an alternative to replacing all the current diesel vehicles with electric.

The meeting closed at 8.08pm.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 DECEMBER 2024

Present

Chairman: Cllr G. Stammers

Members: Cllr C. Aldridge, Cllr M. Ellis, Cllr P. May, Cllr G. Turner

Officers: A. Mullins (support services manager), A. Turner (operations manager), J. Wright (town clerk)

24/45/HR Public Forum

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

24/46/HR Apologies

Cllr C. Reynolds – personal commitment

It was also noted Cllr J. Trevena had resigned from the council and Cllr S. Larcombe had stood down from this committee.

24/47/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 11 September 2024

Proposed by Cllr P. May and seconded by Cllr G. Turner, the minutes of the meeting held on 11 September 2024, were **ADOPTED**.

24/48/HR Disclosable Pecuniary Interests

There were none.

24/49/HR Dispensations

There were none.

24/50/HR Matters arising from the minutes of the Human Resources Committee meeting held on 11 September 2024

Members noted the report.

24/51/HR Update Report

Members noted the report.

24/52/HR Human Resources Committee – Objectives

Members noted the report.

24/53/HR To receive the minutes of the Health and Safety Committee meeting held on 6 December 2024

Proposed by Cllr P. May and seconded by Cllr G. Stammers, the minutes of the Health and Safety Committee meeting held on 6 December 2024 were **RECEIVED**.

24/54/HR Annual Health and Safety Audit

The operations manager said a new auditor had carried out the audit this year, who had a different methodology and went into a lot more depth. The auditor had raised some concerns and as it was the operation's manager's first week in post, there were some things officers were unsure of but had since been clarified.

It was noted the auditor had not awarded a percentage, as in previous years, which presented a problem as the council was targeting an 85% score as one of its objectives.

The town clerk agreed it was important the council had a benchmark so officers would go back to the auditor to discuss this. A score of 85% would remain a council objective but this could be amended to reflect any new scoring system.

24/55/HR Technology for In-situ Dynamic Risk Assessments

The town clerk said since the report was written, officers had discussed the number of tablets required and agreed each relevant person would require one.

It was suggested a smartphone would be better so employees didn't have to carry around tablets, but officers felt tablets could be better protected and would be very compact. It was also noted the tablet could be used as a phone as it would include a sim card.

A member asked if training would be provided for employees who were not confident using smart technology.

The operations manager said the provider would be asked to provide full support and training.

It was noted the lowest quote obtained included only 300mb of storage, which was felt to be insufficient, and that £15 a month seemed excessive. Officers said they would try and obtain the best deal, taking into account factors such as monthly costs and storage allowances.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the council subscribes to a risk assessment platform provider (cost not exceeding £2,500 per annum) and purchases four smart tablets (cost not exceeding £4,500) to operate the preferred system as soon as practicable.

24/56/HR The Town Clerk's Objectives 2025-26

A member suggested using SMART appraisal and objective-setting to help with prioritising projects and tasks, with the aim of focusing more on people and what their top priorities should be.

The town clerk said although the SMART acronym wasn't used, the objectives worked on the same basis; the formal process of delegating objectives was through the town clerk, tasks would be allocated to managers, budgets allocated to committees to monitor, and managers' specific objectives would then be incorporated into their appraisals. More detail on each of the objectives, including who was the lead manager, the target completion date and the budget, would be taken to relevant committees at the start of the 2025-26 financial year.

A member suggested there were key performance indicators against each task so members could track its progress and check if it was on budget.

The town clerk for the last two years, a report had been considered by each committee, which tracked the progress of each objective, including any budget variations.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the town clerk's objectives for 2025-26.

24/57/HR Human Resources' Annual Review

Members discussed the issues arising from employee appraisals and were particularly concerned about comments about members making decisions without considering the implications for staff, and some members' behaviour towards staff. They asked for examples to better understand this, which the support services manager provided.

It was noted some of these issues were likely to be raised by employees as part of the cultural change management programme, which included an employee survey and focus groups.

Members agreed it was important for members to have the opportunity to get to know employees and it was suggested this was included as part of the member induction programme. Members were also encouraged to acknowledge all employees and to make the effort to chat to them and make themselves known.

24/58/HR Employment Law Update

A member asked how the council would monitor and evaluate the actions put in place to prevent sexual harassment in the workplace.

The support services manager said monitoring would be carried out by officers, which could include maintaining a database of any incidents, regular reviews by the management team, regular reviews of policies and procedures, and high-level reviews to this committee.

A member suggested the council considered having a policy to reduce the gender pay gap.

The town clerk said the current gender pay gap was narrow and at a level that could be tolerated. However, he agreed having it as a policy statement was important and that the council should strive to be an organisation with no material gender pay gap.

It was agreed it was important that employees were aware of how to report any sexual harassment issues.

The support services manager said it was intended to provide training to all staff, which would include guidance on how to recognise sexual harassment and how to report it, as well as training for managers on how to handle these issues.

The support services manager talked through the Employment Rights Bill in more detail and highlighted the potential changes to zero hours' contracts, which would have a major impact on the council as the amenities' assistants were on this type of contract. It was noted consultation would take place and the council could feed into this.

24/59/HR Gardener and Maintenance Person (post holder 204), Six-Month Probation Extension Review

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, 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.

24/60/HR Request to Transfer Pension Rights

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, 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.

24/61/HR Exempt Business

a) Gardener and Maintenance Person (post holder 204), Six-Month Probation Extension Review

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener and maintenance person's (post holder 204) continued employment with the council, effective from 19 November 2024

b) Request to Transfer Pension Rights

Members noted the request had been made well beyond the deadline, it would potentially have financial implications for the council, and agreeing it may set a precedent.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse postholder 210's request to transfer previous pension rights into the Local Government Pension Scheme after the deadline date.

The meeting closed at 8.05pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 JANUARY 2025

Present**Chairman:** Cllr P. May**Councillors:** Cllr C. Aldridge, Cllr S. Cockerell, Cllr P. Evans, Cllr S. Larcombe, Cllr G. Turner, Cllr A. Wood**Officers:** N. Cleal (finance manager), A. Mullins (support services manager), J. Wright (town clerk)**Absent:** Cllr M. Denney**24/54/SF Public Forum**

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

24/55/SF Apologies for Absence

Cllr G. Caddy – holiday
Cllr M. Ellis
Cllr C. Reynolds – illness
Cllr G. Stammers – illness
Cllr D. Holland – work commitments

24/56/SF Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr A. Wood, the minutes of the meeting held on 27 November 2024, with the above amendment, were **ADOPTED**.

24/57/SF Disclosable Pecuniary Interests

There were none.

24/58/SF Dispensations

There were none.

24/59/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 April 2024**Consultation by Dorset Council about the local adoption of Street Trading legislation**

The town clerk confirmed the council's response to the consultation was submitted on 24 January 2025.

24/60/SF Update Report

Members noted the report.

24/61/SF Strategy and Finance Objectives

Members noted the report.

24/62/SF Internal Audit Report, Visit One 2024-25

Members were concerned about the delays in the drafting of leases by the council's solicitor and whether the service provided met the council's needs.

Officers confirmed they were intending on re-tendering these services within the next few months, as it was last tendered in 2017.

As the auditor's report referred to an al fresco licence, members discussed the current al fresco charges as some businesses on the seafront were unhappy with the price increase for 2025-26.

The town clerk outlined the background to this issue and the council's rationale for setting its charges, but said it was a policy decision so it was up to members if they wanted to review the charges.

Proposed by Cllr P. Evans and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's report and approve the management responses.

24/63/SF Corporate Plan 2025-30

Members acknowledged the council's achievements, as laid out in the corporate plan, and hoped it would reach a wide number of ratepayers.

Proposed by Cllr P. Evans and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Corporate Plan 2025-30.

24/64/SF Review of Beach Hut Bookings

It was noted the council was in the process of setting up a new telephone system, which would allow multiple callers to join a queue and hopefully would be able to tell them which position there were at. The system would be Teams based and would be free, as it was part of the existing IT package with Dorset Council (DC).

Members acknowledged the beach hut booking system had flaws but the majority of customers went away happy. It was felt the new phone system would improve the system and members agreed this should be trialled before any fundamental changes were made.

24/65/SF Dorset Council's Council Plan 2024-29 and its implications for Lyme Regis Town Council

The town clerk said officers felt the plan lacked detail of what DC was going to achieve and how they were going to do it. He highlighted the key points of the plan which might affect the town council.

Members felt DC was not carrying out its routine work and maintenance in the town and were concerned this was not mentioned in the plan. It was agreed the town council needed to keep pushing for the transfer of assets DC were not able to properly manage.

The town clerk suggested a separate session was held for members to discuss the plan, DC's financial position, devolution, and the implications for the town council. A report for the next meeting of this committee was discussed.

24/66/SF Ministry of Housing, Communities and Local Government Consultation on Strengthening the Standards and Conduct Framework for Local Authorities in England

Cllrs C. Aldridge, P. Evans and P. May agreed to work with the town clerk to formulate a response to the consultation on the council's behalf.

It was noted members could also respond individually.

Proposed by Cllr P. May and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate the final response to the Ministry of Housing, Communities and Local Government Consultation on Strengthening the Standards and Conduct Framework for Local Authorities in England to the town clerk in consultation with Cllrs C. Aldridge, P. Evans and P. May.

24/67/SF Investments and Cash Holdings

The finance manager said the four sets of investments with NatWest, which had now matured, had earned £14k interest. She said officers would look to re-invest and the investment options would be discussed with the chairman and vice-chairman of this committee.

24/68/SF List of Payments

There was concern about the high electricity charges at the Marine Parade Shelters. The finance manager said the council paid the total charge, which was then re-charged to the shelters' tenants.

Proposed by Cllr P. Evans and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** approve the schedule of payments in December 2024 for the sum of £301,981.95.

24/69/SF Works to New Council Offices

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

24/70/SF Debtors' Report

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

24/71/SF Exempt Business

a) Works to New Council Offices

Proposed by Cllr S. Larcombe and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to write a letter of intent prior to formal approval at Full Council on 12 February 2025 to appoint Bagwells Ltd to carry out the planned works at the council's new offices at St Michael's Business Centre on the basis of negotiated rates and at an estimated total cost of no greater than the approved budget of £100k, and to note and approve the exception to Standing Orders and Financial Regulations involved in this process.

b) Debtors' Report

Members noted the report.

The meeting closed at 8.04pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 JANUARY 2025

Present**Chairman:** Cllr P. Evans**Members:** Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Denney, Cllr M. Ellis, Cllr P. Evans, Cllr D. Holland, Cllr S. Larcombe, Cllr C. Reynolds, Cllr G. Turner, Cllr A. Wood**Officers:** C. Austin (administrative and community engagement assistant), A. Mullins (support services manager)**24/132/TCP Public Forum****P. Scammell**

P. Scammell from Maitri Yoga spoke in relation to agenda item 21, Seafront and Beach Concessions. She thanked members for considering the concession bid to continue to run yoga sessions on the beach. She said she had built a supportive community of regular resident clients but also had visitor clients join classes too. She said her yoga business was listed in the Air BnB top 10 experiences and had featured in several magazines and printed publications. She said local businesses and holiday lets were supportive of her business and felt a genuine sense of connection to the Lyme Regis community. She thanked members for their time in considering her proposal.

A. Ball (read out by an officer)

A. Ball spoke in relation to agenda item 22, Welcome to Lyme Regis Signs. He said it was a shame the design stage for the signs had been included in exempt business as the signs were mostly seen by residents and people of the town as they come and go on their commutes. He said with that in mind, it was a shame the residents had not been included in the selection process. He said it was a prime opportunity for the council to consider designs by local artists and to do something different. He said in previous meetings, comments regarding the design and using local talent had been discussed by this committee. He said he hoped members would revisit and take a different approach to decide upon the design of the signs.

24/133/TCP Apologies

Cllr G. Caddy – holiday
Cllr M. Ellis – family commitment
Cllr D. Holland – family commitment
Cllr G. Turner – work commitments
Cllr A. Wood – holiday

24/134/TCP Minutes

Proposed by Cllr C. Reynolds and seconded by Cllr C. Aldridge, the minutes of the meeting held on 13 November 2024 were **ADOPTED**.

24/135/TCP Disclosable Pecuniary Interests

There were none.

24/136/TCP Dispensations

There were none.

23/137/TCP Matters arising from minutes of the previous meeting held on 13 November 2024

Sculpture Trail

Members discussed the display of Woodroffe School students' work on the sculpture trail project. The students had presented their maquettes to members of the committee that day. Members said it was a fantastic commitment from the school and were pleased to have given students the opportunity.

23/138/TCP Update Report

Youth Council

It was reported members of the Youth Council would be invited to meet with Dorset Council Youth Council. The Youth Council would consist of two students from each year group, to represent the views across the school.

It was suggested the Waffle House, once it was open, would be a good place for teenagers to meet on a Saturday and Cllr C. Reynolds said she would follow this up.

Tourism Website

The support services manager said visits to the site had plateaued; there had been over 42,500 visits in November 2023 compared to 26,000 visits in November 2024. The figures had been reviewed and it was suggested the visits in November 2023 were significantly higher due to storm watching on the webcams. She said the 637,870 visits across 2024 was a real success.

Repair Café

A member asked whether there were any gaps in the skills of the volunteers and suggested the town council could help to promote any vacant skill areas if needed.

Cllr S. Larcombe, the council's representative on the Repairs' Café steering group, said he would follow this up.

23/139/TCP Tourism, Community and Publicity Committee – Objectives

Bursaries

The support services manager said there had been 10 applications from local youth organisations.

23/140/TCP To receive the minutes of the Party in the Park Working Group meeting held on 4 December 2024

The support services manager said there was a good outline plan for the event. She said she was waiting on official confirmation, but it looked like the open-air theatre would be performed by the community play group and be 'A Midsummer Lyme's Dream'. She said there had been no response from local businesses to provide catering at the event and she would approach businesses a bit further afield.

Proposed by Cllr S. Larcombe and seconded by Cllr C. Reynolds, the minutes of the Party in the Park Working Group held on 4 December 2024 were **RECEIVED**.

23/141/TCP Free Parking Days

The support services manager said she had not had a response from Lyme Regis Business Association about their preferred dates for the free parking days.

Members considered possible dates which would coincide with major events in the town but felt there needed to be input from the business association. As members were being asked to agree five dates, it was agreed only three would be confirmed at this point and the support services manager would contact the business association again for their input on the two remaining dates.

Proposed by Cllr S. Larcombe and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** the non-charging days in Lyme Regis car parks in 2025 as 9 November (Remembrance Sunday), 22 November (Christmas Lights' Switch-on), and 23 December (Carols Round the Christmas Tree) and to approach Lyme Regis Business Association for their input to decide the remaining two dates.

23/142/TCP Lyme Regis Visitor Hub

Cllr P. Evans said he intended to host a mayoral reception at the Jubilee Pavilion on 31 January 2025. He said currently the council office acted as a tourist information centre, but with the office due to relocate this year, it was essential a visitor hub remained at the pavilion.

The support services manager the Visitor Hub had applied for term grant funding, which would go hand-in-hand with the five-year agreement.

Proposed by Cllr P. Evans and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a five-year agreement for Lyme Regis Visitor Hub to occupy the Jubilee Pavilion.

23/143/TCP Sporting Festival

Proposed by Cllr C. Reynolds and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** an inaugural meeting of sporting organisations in Lyme Regis, Uplyme and Charmouth is organised to progress the idea of a sporting festival called Sporting Lyme.

23/144/TCP VE Day 80 Outline Plan

Cllr P. Evans said he had now learned men from Lyme Regis had been involved in the conflict in Japan, so this would need to be considered for any commemoration of VJ Day 80 in August 2025.

23/145/TCP Grant Review, The Hub

Members noted the report.

23/146/TCP Grant Review, Bridport and District Citizens Advice

Members noted the report.

23/147/TCP Axe Valley and West Dorset Ring and Ride - Grant Review and Update on the Service

Members were concerned the service would not continue because TRIP Community Transport, which had taken over the service from Axe Valley and West Dorset Ring and Ride, had not applied for a term grant.

Cllr C. Reynolds, the council's representative for ring and ride, said she would follow this up.

23/148/TCP Grant Review, B Sharp

Members noted the report.

23/149/TCP Grant Review, Lyme Arts Community Trust

Members noted the report.

23/150/TCP Supporting Girls and Women into Science

Members noted the report.

23/151/TCP Managing Consultation Exercises

Members noted the report.

23/152/TCP Seafront and Beach Concessions

Proposed by Cllr P. Evans 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.

23/153/TCP Welcome to Lyme Regis Signs

Proposed by Cllr P. Evans 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.

23/154/TCP Exempt Business

a) Seafront and Beach Concessions

Proposed by Cllr M. Denney and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to award the deckchair concession to Darren and Jessica Herbert, to award the non-motorised watersports concession to Simon Lippett, and to award the henna tattooing and hair braiding concession to Tia Shoemark and Jessica Palmer.

Proposed by Cllr M. Denney and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support, in principle, the applications from Philippa Scammell, Rosie Jackson and Lucy Watkinson for a fitness and exercise concession but to ask officers to negotiate a price that is in line with the fee paid in previous years.

b) Welcome to Lyme Regis Signs

Members reviewed the designs and the quotes from three contractors.

The design concept by Creative Solutions was preferred but members felt it needed a bit more work, as the image needed to show the outline of the Cobb, rather than the end of the Cobb with Golden Cap in the distance.

As two members had previously been delegated to work on this project with officers, it was agreed the final decision on the design would be delegated to this group.

Proposed by Cllr P. Evans and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the quote and design concept from Creative Solutions and to ask officers to work with them on further development of the design, with the final decision to be taken by the delegated members, Cllr C. Reynolds and Cllr G. Caddy.

The meeting closed at 8:45pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 8 JANUARY 2025

Present

Chairman: Cllr M. Ellis

Members: Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Denney, Cllr P. Evans, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr A. Wood, Cllr G. Turner

Officers: A. Mullins (support services manager), AK Mullins (property and projects assistant), A. Turner (operations manager)

24/54/TMH Public Forum

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

24/55/TMH Apologies

Cllr G. Caddy – holiday
Cllr C. Reynolds

24/56/TMH Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, the minutes of the previous meeting held on 6 November 2024 were **ADOPTED**.

24/57/TMH Disclosable Pecuniary Interests

There were none.

24/58/TMH Dispensations

There were none.

24/59/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 6 November 2025**Town Bus**

As the deputy town clerk was not at the meeting, it was noted a full briefing about the town bus would be emailed to members.

24/60/TMH Update Report**Three Cups**

It was noted scaffolding had gone up outside the building this week. It was also noted officers were trying to arrange a meeting with the Palmer family, rather than their property agent, to discuss the future of the building.

Installation of Communication Boards in Play Areas

It was noted the boards would be delivered on 10 January 2025.

24/61/TMH Town Management and Highways Committee – Objectives

Office project

There was some concern this project had slipped and a member asked the reasons for this.

The property and projects assistant said there had been several issues, including the museum not being able to vacate Unit 1 until this year and due to negotiations over the use of additional units and subsequent discussions with the architect to draw up revised plans.

Cllr G. Stammers arrived at 7.08pm.

24/62/TMH Memorial Benches

Members felt a 25-year lifespan on memorial benches was too long and 20 years was suggested.

It was also noted that people who bought benches paid a maintenance fee of £250 at the outset, but this charge had never been reviewed. Therefore, this would be included as part of the annual review of charges by the Strategy and Finance Committee.

Proposed by Cllr P. May and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce a 20-year lifespan on new and existing memorial benches on town council-owned land

24/63/TMH RNLI Lifeguard Monitoring Report and Beach Safety Assessment

Clarification was sought on the time period of the service level agreement between the council and the RNLI, as the covering report said the five-year agreement started in 2024 but the RNLI's report said they were looking for a service level agreement with the council from 2025.

The operations manager said he would clarify this and report back to members.

A member was concerned about the location of the lifeguard tower, as it had been pulled away from the beach wall, leaving a gap behind it which wasn't used, and felt the council needed to have more input into this.

The operations manager said he would discuss this with the RNLI.

24/64/TMH External Works' Budget Performance, 1 April – 31 October 2024

Members noted the report.

24/65/TMH Complaints, Incidents and Compliments

Members noted the report.

24/66/TMH Monmouth Beach Land Stabilisation Works

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

24/67/TMH Chalet and Day Hut Sites at Monmouth Beach

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

24/68/TMH Exempt Business

a) Monmouth Beach Land Stabilisation Works

Members noted two quotes had been received, which were very similar in price and both under the approved budget. The property and projects assistant said there were some technical points officers wanted to clarify with both contractors, regarding the movement of lorries and the clearing of the scrub at the site.

As officers wanted to be able to instruct a contractor within the next few days, it was suggested the final appointment was delegated to the town clerk, in consultation with the chairman of this committee and the mayor.

Proposed by Cllr P. May and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate authority to the town clerk, in consultation with the chairman of the Town Management and Highways Committee and the mayor, to appoint a contractor to carry out the removal of slipped material from the land above Ware Cliff at the town council-owned chalet and caravan park.

b) Chalet and Day Hut Sites at Monmouth Beach

Members were supportive of officers' actions to resolve ongoing issues with two sites at Monmouth Beach.

Proposed by Cllr P. May and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to approve up to £6k of unbudgeted expenditure to provide a replacement day hut at 23 Monmouth Beach on a 'invest to earn' basis.

The meeting closed at 7.30pm.

DRAFT

Committee: Full Council

Date: 12 February 2025

Title: Appointments to External Bodies 2024-25

Purpose of Report

To allow the council to make additional appointments to external bodies

Recommendation

The council makes additional appointments to external bodies

Background

1. At the Annual Meeting of the council on 15 May 2024, members were appointed as council representatives to various external bodies.
2. Members must decide whether they wish to be lead members or participating members on external bodies. Lead members wouldn't necessarily attend external bodies' meetings but would be their main link with the council. There is an expectation participating members would attend and take part in the organisations' meetings.

Report

3. Following the resignation of John Trevena, replacement representatives are sought for the organisations to which he was appointed: Dorset Association of Parish and Town Councils (DAPTC) and Lyme Regis Harbour Consultative Group.
4. Cllr C. Aldridge is also a representative on DAPTC so members may feel it isn't necessary to appoint a further representative.
5. The council is usually asked to also appoint a substitute representative to the Lyme Regis Harbour Consultative Group. Members are therefore asked to appoint both a representative and a substitute representative.

Adrienne Mullins
Support services manager
January 2025

Committee: Full Council

Date: 12 February 2025

Title: Council Offices

Purpose of Report

To inform members about the latest position with the agreed move to alternative premises and the marketing and disposal of the existing premises and to consider a 'shut down' period to help facilitate the move

Recommendation

Members note the latest position with the agreed move to alternative office premises and the marketing and disposal of the existing premises and consider a 'shut down' period to help facilitate the move

Background

1. The general background to this issue was set out in considerable detail in the report to the Strategy and Finance Committee on 29 January 2025 (Item 16) and members are referred to that report to avoid duplicating the same information on this agenda.
2. At the 29 January meeting it was agreed **(24/71/SF)** 'to **RECOMMEND TO FULL COUNCIL** to instruct officers to write a letter of intent prior to formal approval at Full Council on 12 February 2025 to appoint Bagwells Ltd to carry out the planned works at the council's new offices at St Michael's Business Centre on the basis of negotiated rates and at an estimated total cost of less than the approved budget of £100k, and to note and approve the exception to Standing Orders and Financial Regulations involved in this process.'

Report

3. Immediately following the 29 January 2025 meeting, a letter of intent was sent to Bagwells and they have subsequently confirmed in writing their willingness to undertake the work based on their recent tender-winning rates for the works to the harbour store building. They have also confirmed their ability to commence work within 3-4 weeks with an anticipated programme of 7/8 weeks, subject to final agreement of the full scope of works. This would mean completion by around early-May.
4. An initial pre-mobilisation meeting with Bagwells is being held on site on 11 February 2025 and any updates arising from that meeting will be reported verbally.
5. At the present time, officers anticipate undertaking the physical move from one building to the other using 'in house' resources with only the possible hire of a suitable box van. Discussions with Dorset Council about IT and telephony are progressing alongside other aspects of the move and are not anticipated to delay the move. A change to Teams-based telephony should ensure an annual saving of around £7k compared with existing stand-alone arrangements.
6. Assuming a move date of around early/mid-May, the officer view is that careful thought needs to be given to some limited 'shut down' of the council offices in the period immediately prior to,

during and immediately after the move. This will facilitate the destruction of some time-expired paper records, the transfer of others to the History Centre in Dorchester, the move of the residue to the new offices and the rationalisation of the council's shared IT drives. It will also give some time to properly test all new arrangements before 'going live' in the new office. It has and will continue to prove extremely difficult to achieve all of this alongside 'the day job' and the move presents an opportunity to achieve this long-desired objective.

7. If members are generally supportive, then it is suggested that authority to agree any 'shut down' arrangements be delegated to the town clerk in consultation with all chairmen through 'the chairmen's meeting'. This will allow sufficient time to give careful consideration to the detailed arrangements, including any impacts on the calendar of meetings and other council business.
8. With regard to the disposal of the existing offices, draft marketing and sale particulars will be brought to the meeting of the Town Management and Highways Committee on 26 February 2025 for member approval prior to the commencement of any formal marketing.

Mark Green
Deputy town clerk
February 2025