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Town Clerk

Lyme Regis Town Council

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Tourism, Community and Publicity Committee

Core Membership: Cllr P. Evans (chairman), Cllr C. Reynolds (vice-chairman), Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr G. Turner

Notice is given of a meeting of the Tourism, Community and Publicity Committee to be held at the Guildhall, Bridge Street, Lyme Regis on Wednesday 25 September 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
20.09.24

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

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

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

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

AGENDA

1. **Public Forum**

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

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

2. **Apologies**

To receive and record apologies and reasons for absence

3. **Minutes**

To confirm the accuracy of the minutes of the Tourism, Community and Publicity Committee meeting held on 19 June 2024

4. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

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

6. Matters arising from minutes of the previous meeting held on 19 June 2024

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

7. Update Report

To update members on issues considered at previous meetings

8. Tourism, Community and Publicity Committee – Objectives

To allow members to review progress of the committee's 2024-25 objectives

9. 2025-26 Budget Proposals

To allow members to consider Tourism, Community and Publicity objectives for 2025-26 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 9 October 2024

10. Welcome to Lyme Regis Signs

To allow members to consider an outline brief for the welcome to Lyme Regis signs

11. Party in the Park 2024 and A Future Event

To allow members to receive a debrief on Party in the Park 2024 and to consider plans for an event in 2025

12. Lyme Regis Visitor Hub – End of Season Report and Interim Uses

To allow members to consider the end of season report for Lyme Regis Visitor Hub, to consider if this use should continue from Easter 2025, and to consider any alternative uses in the interim

13. Electronic Notice Board fixed to the supporting wall, Bell Cliff Steps

To allow members to determine whether to continue with the objective of fixing an electronic notice board to the supporting wall of the Bell Cliff steps

14. Reviving Lyme in Bloom

To allow members to consider reviving the Lyme in Bloom competition

15. VE Day 80

To allow members to consider plans to mark the 80th anniversary of VE Day

16. Woodroffe School Bursary

To allow members to receive a report from the Woodroffe School about how their 2023-24 bursary was spent

17. Managing Consultation Exercises

To inform members of recent, upcoming and ongoing public consultations and the decisions made following consultation

18. Exempt Business

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 19 JUNE 2024

Present**Chairman:** Cllr P. Evans**Members:** Cllr B. Bawden, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr S. Larcombe, Cllr P. May, Cllr C. Prichard, Cllr C. Reynolds, Cllr D. Ruffle, Cllr J. Trevena, Cllr G. Turner**Other members:** Cllr S. Larcombe**Officers:** C. Austin (administrative and community engagement assistant), A. Mullins (support services manager)**24/80/TCP Election of Chairman and Vice-Chairman**

It was proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis that Cllr P. Evans is chairman of the Tourism, Community and Publicity Committee.

Cllr P. Evans was duly **ELECTED** as chairman.

It was proposed by Cllr M. Ellis and seconded by Cllr G. Caddy that Cllr C. Reynolds is vice-chairman of the Tourism, Community and Publicity Committee.

Cllr C. Reynolds was duly **ELECTED** as vice-chairman.

24/81/TCP Terms of Reference

Proposed by Cllr P. May and seconded by Cllr M. Ellis, the terms of reference were **RECEIVED**.

24/82/TCP Public Forum**K. Gollop**

K. Gollop said he had been approached by a family who had visited the town for nearly 40 years who had complained about the state of the town, which he was covered in dust, rubbish and vegetation. He said he would also approach Dorset Council (DC) with these issues. He raised the following issues: lack of road sweeping, gutters full of vegetation, houses not being lived in or looked after on Coombe Street and Ozone Terrace, the derelict phone box at the bottom of Bell Cliff, the area underneath the Bell Cliff advertising boards not being swept for years, the state of the steps near the Jane Austen Gardens, the unsightly and smelly bins on Gun Cliff, and businesses putting tables and chairs outside where they could be storing their bins.

It was noted members were aware of the issues that needed to be put right and the bus shelter at Bell Cliff would be referred to the Town Management and Highways Committee.

K. Gollop was advised to report issues to DC, although some areas were the responsibility of Highways England.

Cllr B. Bawden left the meeting at 7.50pm.

24/83/TCP Apologies

Cllr C. Aldridge – prior commitment

24/84/TCP Minutes

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the meeting held on 10 April 2024 were **ADOPTED**.

23/85/TCP Disclosable Pecuniary Interests

There were none.

23/86/TCP Dispensations

There were none.

23/87/TCP Matters arising from the minutes of the previous meeting held on 10 April 2024

Members noted the report.

23/88/TCP Update Report

Sculpture trail

The support services manager said she was still waiting on a date for the installation of the Juggler sculpture.

Party in the Park

The support services manager encouraged members to support the event by helping to steward and promote it.

It was acknowledged this was a good opportunity for members to meet the electorate and to create some positive PR. The staff were thanked for organising and promoting the event.

23/89/TCP Tourism, Community and Publicity Committee - Objectives

Beach Wheelchair

The support services manager said the replacement beach wheelchair would be delivered on Friday. She said the front desk team already had ideas on how to publicise the beach wheelchairs and the replacement wheelchair would be a good photo opportunity for members.

Members asked how much beach matting was available for accessibility.

The support services manager said beach matting was provided near the trampoline concession and on Monmouth beach, although it could only go so far as the beach was tidal. However, the beach wheelchairs were designed to be driven across the sand.

23/90/TCP D-Day 80 Commemorations

The staff and Cllr P. Evans were thanked for their hard work organising and advertising the events.

It was noted the Lympstone Military Wives Choir had said their performance at Woodmead Halls was their best concert yet and they would like to perform at Lyme Regis again.

23/91/TCP Sculpture Trail Working Group Membership

It was suggested the sculpture trail working group was combined with the gardens working group.

Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to integrate the sculpture trail working group into the gardens working group.

23/92/TCP eat:Lyme Regis

Members discussed issues which arose during previous events and noted the business group was not in favour of the event.

Some members said the public enjoyed the event and the council should consider the public view.

The support services manager said DC always consulted with the town council before permission was granted for any event. She said DC did not feel the previous event ran smoothly. She said the event organisers had gone ahead with the organisation of the event, including accepting payment from traders, without the go ahead from DC. She said the DC ward member, Cllr B. Bawden had offered to meet with the organisers, but the organisers had not accepted this offer.

Members agreed it was important to take the views of the business group into consideration because they were working hard to improve the relationship between the council and the local businesses.

Proposed by Cllr P. May and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that the council does not support eat:Lyme Regis.

23/93/TCP Free Parking Days

Members discussed the suggested dates in December and which events would benefit most from free parking.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the non-charging date in Lyme Regis car parks as Monday 23 December 2024.

23/94/TCP Request for Funding – Fireworks

Members asked why the Regatta and Carnival Committee could not apply for the funding through the grants' process.

The support services manager said the community grants were not available to grant-giving organisations, although she suggested it could be considered for a term grant when applications were invited later this year.

Members had concerns about using unbudgeted expenditure but acknowledged both residents and visitors enjoyed the displays, and they brought crowds of people into the town.

The support services manager reminded members they did not have to award what was requested and it was up to members to decide how much financial support they gave.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to contribute a total of £4,000 towards the cost of the summer and autumn fireworks' displays.

23/95/TCP Grant Review, Lyme Arts Community Trust

Members noted the report.

23/96/TCP Grant Review, The Hub

Members noted the report.

23/97/TCP Grant Review, Axe Valley and West Dorset Ring and Ride

Members noted the report.

23/98/TCP Grant Review, Bridport and District Citizens Advice

The support services manager said the Citizens' Advice Bureau was looking to bring an energy advice bus service to Lyme Regis and officers had suggested the Woodmead car park to accommodate this service.

23/99/TCP Grant Review, B Sharp

The support services manager reminded members about B Sharp' annual Busking Festival on Saturday 6 July 2024.

23/100/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 8.21pm.

Committee: Tourism, Community and Publicity

Date: 25 September 2024

Title: Matters arising from the minutes of the previous meeting held on 19 June 2024

Purpose of Report

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

Recommendation

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

Report

23/92/TCP – eat:Lyme Regis

The council's decision not to support eat:Lyme Regis was communicated to the event organisers and Dorset Council's senior commercial surveyor, who is responsible for granting permission for events to take place on Dorset Council land.

The organisers said the event would not be returning to Lyme Regis in future.

23/93/TCP – Free Parking Days

This council's chosen free parking days have been confirmed to Dorset Council and the parking services team leader has approved all the requested dates. The dates have been publicised on the council website and social media.

23/94/TCP Request for Funding – Fireworks

The funding has been paid to the Regatta and Carnival Committee.

The council's sponsorship was publicised on the Regatta and Carnival's website and social media ahead of the summer display and this will be repeated ahead of the autumn display.

Adrienne Mullins
Support services manager
September 2024

Committee: Tourism, Community and Publicity

Date: 25 September 2024

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

Report

Tourism microsite

The website continues to perform well, as shown by the stats below (please note figures for January to April are not shown in the table but are included in the annual totals):

	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022 views	28,348	28,567	32,813	39,935	24,663	23,103	15,008	13,925	268,834
2023 views	41,344	55,529	67,358	75,804	48,754	36,638	42,525	27,014	526,070
2024 views	59,336	67,245	81,456	96,063					496,583

The support services manager is meeting with the Visit Dorset team on 25 September 2024 for a routine catch-up and to plan the next few months of features on the website. A verbal update will be given at the meeting.

Christmas event

No further details have been received from Lyme Regis Business Group about the proposed Christmas event from 13 to 15 December. This event is being led by the business group and attempts at arranging meetings with the group to help progress plans have not been successful.

Website upgrade

It was reported to the previous meeting that the content management system underpinning the council website required a number of important security and functionality updates.

It was expected the upgrades would require around 12 to 16 hours of work by Blue Level, which manages the site, and that this time would come from the ‘bank’ of support time already purchased. The work used 16 hours of support time and the website is now running on the latest version of the content management system.

While carrying out this work, Blue Level also advised the layout of the homepage was not ideal for accessibility as there was a large amount of text in a long column. They implemented changes to make the page easier to navigate and provide a better user experience.

Sculpture trail

Juggler was installed on a section of grass near the Somers statue and was unveiled by the artist Clare Trenchard and some members on 23 July 2024. We have received lots of positive comments about how pleased people are to see it back and it’s proving to be a well-photographed feature.

Discussions are taking place with the artist of Ripple, Michael Fairfax, about some publicity for the sculpture and the future arrangements for managing this sculpture.

Report from Cllr C. Reynolds – On 17 September 2024 we met with Richard Vine, Head of Art and Computing at Woodroffe to discuss his students taking part in producing three sculptures for the vacant plinths in the gardens. He was extremely enthusiastic and felt it was something his sixth formers would love to take part in.

The support services manager explained the budget in detail, and it was agreed that Richard would talk to the students, ask them for ideas and present the results to us as soon as possible.

Further discussions were made about future years and more sculptures. This left us all feeling very positive that this was indeed a solution to the Sculpture Trail and how we could continue managing it successfully.

We then went on to discuss artwork and designs for The Jubilee Pavilion, The Gazebo, and the reception at our new offices. Richard said artwork was not a problem and could easily be supplied as well as designs for the Gazebo and students being able to deliver them.

Altogether an exciting and productive afternoon.

Stampede by the Sea

Officers have been discussing potential locations for the elephant sculptures with the organisers of the trail (Weldmar Hospicecare). A site visit took place on 20 August 2024 and officers suggested a number of locations on the seafront and in the gardens.

Weldmar are further assessing each site and will confirm their preferred locations.

The Great Chalk Way

A new long-distance footpath has been established called 'The Great Chalk Way'. It is largely a linking of several existing routes with some minor new and joining sections. It commences at Lyme Regis and goes as far as the Norfolk coast.

The intention is that the local starting point will be on the seafront at the Jubilee Pavilion, and a request was received to permit a high-quality A1 sized laminated sign board on the side wall of the building. Officers felt the best place was covering the defunct and unusable information screen, next to the Jurassic Coast map on the back wall of the shelters.

The proposal was discussed with Alan Vian, of Lyme Regis Visitor Hub, who had no objections and felt it may attract more people to the location. He said the information point would be happy to stock and hand out small paper versions of the map.

The proposal was also discussed with the chairman of this committee, who was supportive.

As such, permission was given for the sign and confirmation of an installation date is awaited.

Youth Council (report from Cllr C. Reynolds)

On 17 September 2024, myself, the support services manager and one of the administrative and community engagement assistants met with Justin Loveland, head of sixth form at the Woodroffe School and the new upper sixth form prefects to discuss the Youth Council at Woodroffe School.

There were six prefects, four girls and two boys. They listened carefully and asked questions. We explained that Youth Councils were important to get the information about what young people wanted and how that was important to the community and for projects they felt important to be considered and worked on.

The support services manager explained that there would be a budget to be decided by councillors and three years ago it was £2,000 for all things that they wanted to achieve. With the cost-of-living increase and rises in prices, a new sum needed to be agreed, to be brought to Full Council for agreement before proceeding. Any items chosen by Youth Council would be brought to council for approval. If there was something larger and of importance they could bring that to councillors to be agreed but they would need to provide quotations and explanations of how this could happen, an exercise we would be more than happy to help them with.

I provided them with information that the British Youth Council send out for them to consider how they wanted to go forward with this and to discuss amongst themselves and Justin Loveland how to manage this.

We all agreed that representatives from each year group would put their ideas forward to the committee so that there was a continuation of each set of year groups so that they would have experienced how the committee works, and their ideas would be considered. This also helps continuation as sixth form year groups leave.

The next steps are for a budget to be agreed by TCP, to be ratified by Full Council to take this forward as soon as possible. A further meeting with their newly formed committee to be arranged so that this can happen.

We all felt this was a positive step forward and look forward to helping them set this up.

Repairs Café

A meeting took place between the town clerk, support services manager and three representatives of the Boat Building Academy (BBA) on 19 August 2024 about how to progress the project.

The BBA has made steady progress, with one person identified to run the project and another identified to help with the admin and organisation. They are confident they can pull together a core team of volunteers but will need to appeal for others with expertise in other areas. They estimate a team of around 12 volunteers will be needed so they can work on rotation.

The BBA has registered the organisation as Lyme Regis Repair Café and it is intended the repair café will run on the third Saturday of the month. This takes into consideration other repair cafes in the local area so there are no clashes. It would run from the BBA and repairs would be by donation, only. They would also provide tea/coffee and cakes, also by donation.

The setting up of a repairs' café was one of this council's 2023-24 objectives, which was deferred to 2024-25 objectives. The BBA will require some start-up funding and some ongoing funding. The council has a budget of ?? for this project and ongoing funding may be met through community grant applications and donations received.

The BBA hopes to launch the repairs' café at the beginning of 2025. They held their first formal steering group meeting on 17 September 2024 and a further meeting has been arranged with officers for 18 November 2025 to review progress.

Heritage Open Days

The Cemetery Chapel and Guildhall were opened to the public as part of the Heritage Open Days.

The chapel was opened by local resident Rachael Pope on 14 and 15 September 2024, with 50 visitors on the first day and 75 on the second day. The Guildhall was opened by the Lyme Regis Society on 14 September 2024. The council's thanks go to the local volunteers for making these buildings accessible to the public.

Seafront wi-fi

A reminder that it has been agreed by the council that the publicly-accessible wi-fi on the seafront will be withdrawn by 31 January 2025, or when the hardware fails, whichever is sooner. The hardware remains in working order at the moment.

Adrienne Mullins
Support services manager
September 2024

Committee: Tourism, Community and Publicity

Date: 25 September 2024

Title: Tourism, Community and Publicity Committee – Objectives

Purpose

To allow members to review progress of the committee's 2024-25 objectives

Recommendation

Members note the report

Background

1. During the 2024-25 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.

Report

2. The objectives have been assigned to committees and members can review progress at each meeting.
3. This committee's 2024-25 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**.
4. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

John Wright
Town clerk
September 2024

APPENDIX 8A

Replace beach wheelchair	3,2	July 2024	AM	TCP	<p>The order has been placed.</p> <p>Wheelchair has been delivered and assembled and is in use. Photo opportunity to be arranged.</p>
D-Day 80 commemoration events	2	June 2024	AM	TCP	<p>The D-Day 80 working group put together a successful programme of events for the anniversary on 6 June 2024 and the following weekend, including a service at the war memorial and US Army plaque at Cobb Gate, a free film showing of The Longest Day at the Marine Theatre, a torchlight procession and beacon lighting, the ringing of the church bells, the presentation of books to the local schools, a performance by the Lympstone Military Wives Choir, and a cream tea for the over 70s. Minutes of the working group are elsewhere on this agenda.</p> <p>Programme of events delivered successfully.</p>
Sculpture trail	6	March 2025	AM	TCP	<p>2024-25 will be year two of a three-year commitment of £6kpa. The council agreed to manage the sculpture trail in-house for one year and to review the arrangements in February 2025. Ripple has been re-installed near the table tennis and Juggler is due to be installed shortly.</p> <p>Sculpture trail working group has been incorporated into the gardens working group.</p> <p>The Juggler sculpture has been re-installed at the top of the gardens, near the Somers statue, and was unveiled by the artist Clare Trenchard and members on 23 July 2024.</p> <p>Further discussions to take place with Ripple sculptor Michael Fairfax about future arrangements</p>

					<p>for managing the sculpture.</p> <p>A meeting took place with Richard Vine, the Woodroffe School's head of art and computing, on 17 September 2024 about involving the students in the sculpture trail in future. Further information is in the update report.</p>
Supporting Fossil Festival 2024	6	June 2024	AM	TCP	<p>Grant funding of £6k. Officers worked with the museum on event logistics.</p> <p>Complete.</p>
Residents' events	10	June 2024	AM/JW	TCP	<p>Party in the Park will take place in the gardens and on the shelters' roof on 29 June 2024. Officers worked with Cllr D. Ruffle and the Marine Theatre to put together a programme of events.</p> <p>Event took place on 29 June 2024. Report elsewhere on this agenda to form a working group to plan the 2025 event.</p>
Continuation of the bursary scheme	5	March 2025	AM	TCP	<p>2024-25 is the second year of the bursary scheme. Further publicity and communication are required to make sure local organisations and families are aware the scheme is continuing.</p> <p>Four applications have been made and approved so far in 2024-25, benefitting seven young people. Publicity reminding residents and organisations that the bursary scheme is available.</p>
Introduce a beach volleyball facility	0.5	June 2024	AM	TCP	<p>This project has been carried over from 2023-24. Now an evening seafront attendant is in post, the volleyball nets will be going out in the evenings on Friday, Saturday and Sunday.</p> <p>The nets have been out over the summer.</p>
Support the introduction	15	September	JW	TCP	<p>This project has been carried over from 2023-24.</p>

of a repairs' cafe		2024			<p>Further discussions to take place with the Boat Building Academy about the delivery of the project.</p> <p>A meeting took place with several representatives from the Boat Building Academy (BBA) on 19 August 2024 about how to progress the project. A further update is provided in the update report.</p>
Enhance wedding packages	2	July 2024	AM	TCP	<p>This project has been carried over from 2023-24.</p> <p>Prices for enhanced wedding packages were agreed by the Strategy and Finance Committee on 3 July 2024. The packages are now being marketed in the new brochure and to couples who have already booked or are booking weddings.</p> <p>The brochure is available on the website and will be printed shortly so hard copies will be available.</p> <p>Photographs from the styled shoot at the Guildhall and museum in April will be featured exclusively in the Your Hampshire and Dorset Wedding, a printed and online magazine, in the November/December 2024 issue. Once this has been featured, it will then feature in the Big Southwest Wedding Magazine, an online magazine.</p> <p>Weddings at the Guildhall have also been advertised on wedding website UK Bride. This is a three-month free trial, which is generating a number of additional enquiries.</p>
Supporting local grant applications and bid-writing	3	Ongoing	AM	TCP	<p>Further one-to-one sessions to be arranged between bid-writers and local organisations.</p>

Committee: Tourism, Community and Publicity

Date: 25 September 2024

Title: 2025-26 Budget Proposals

Purpose of Report

To allow members to consider Tourism, Community and Publicity objectives for 2025-26 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 9 October 2024

Recommendation

Members identify Tourism, Community and Publicity objectives for 2025-26

Background

1. On 8 October 2024, the finance manager and town clerk will provide a members' briefing on the 2025-26 budget and five-year financial plan. The formal process starts on 9 October 2024 with the presentation of budget-related reports to the Strategy and Finance Committee.
2. The budget is taken through two committee cycles and concludes at the Full Council on 11 December 2024.
3. This item has been placed on all committee agendas in the run-up the Strategy and Finance Committee on 9 October 2024.
4. During the 2024-25 budget-setting process, members considered but did not approve proposals for £3,000 seagull solutions.

Report

5. Members are asked to identify Tourism, Community and Publicity objectives that need to be considered alongside other committee objectives during the budget-setting process.
6. Any recommendations from this committee will be considered by the Strategy and Finance Committee on 9 October 2024 and the Full Council on 23 October 2024.

John Wright
Town clerk
September 2024

Committee: Tourism, Community and Publicity

Date: 25 September 2024

Title: Welcome to Lyme Regis Signs

Purpose of Report

To allow members to consider an outline brief for the welcome to Lyme Regis signs

Recommendation

Members agree an outline brief for the welcome to Lyme Regis signs and instruct officers to bring designs and quotes to a future meeting of this committee

Background

1. At a meeting of this committee on 4 March 2020, members considered a report on town signage and branding. It followed a suggestion from Plastic Free Lyme Regis that the 'Welcome to Lyme Regis' signs at the town's three entry points should be replaced and include the plastic-free logo and strapline.
2. It was noted in the report to that meeting that the town signs were faded and could do with replacing, although officers advised adding too many logos to the signs could make them too cluttered and detract from the key information. It was suggested members could consider the replacement of the signs as a separate project.
3. A copy of the relevant minute from that meeting is attached, **appendix 10A**.
4. In summary, it was recommended and subsequently resolved by Full Council on 1 April 2020 'to replace the 'welcome to Lyme Regis' signs, with the town shield replacing the fossil, the addition of one plastic-free logo, and the addition of twin town Jamestown, and mock-ups should be taken back to the Tourism, Community and Publicity Committee'.
5. When Covid hit, the council agreed not to proceed with any projects that were not contractually committed; this project was one of those that was halted.
6. The project was put forward as a 'priority three' draft objective for 2023-24 but was not taken forward.
7. The project was then put forward as a 'priority two' draft objective for 2024-25 but was not approved during the 2024-25 budget-setting process.
8. However, a report was considered by the Full Council on 17 July 2024 to allow members to consider taking forward priority two objectives that previously couldn't be funded in the 2024-25 budget. Improving the welcome to Lyme Regis signs was one of the projects the council agreed to undertake, with a budget of £2,000.

Report

9. The existing signs were funded by the Rotary Club of Lyme Regis; hence, their logo is featured on them. Discussions took place earlier this year with a representative of the Rotary Club, as they were keen the signs were renewed and were willing to provide some funding. Further discussions will take place with the Rotary Club to determine their current position.
10. A site meeting took place with a local signage company, who advised the most suitable materials and fixings for roadside signage, using the existing posts and clips. A quote was obtained, including artwork, at £1,766.05.

11. As the decision on what artwork, logos and wording should be featured on the sign was taken four years ago, members should have the opportunity to review this.
12. Once officers have an outline brief from members, further quotes and designs will be sought and brought back to this committee for approval.
13. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Adrienne Mullins
Support services manager
September 2024

19/50/TCP Town Signage and Branding

Cllr C. Reynolds was concerned with the amount of wording it was proposed to have on the signs as people driving into Lyme Regis wouldn't be able to read it, and other organisations might also ask for their logos to be included. She said 'ancient royal borough' should come before 'plastic-free'.

Cllr G. Stammers agreed it was too much wording but felt it was important to have the plastic-free logo as it was recognised and it was the modern thing to do without losing sight of the town's heritage.

Members agreed 'ancient royal borough' should go above 'plastic-free' and also agreed only one plastic-free logo was necessary, preferably the Surfers Against Sewage logo.

Members also discussed the fossil on the existing signs and some members felt it should be removed and replaced with the town shield.

Cllr B. Bawden said the fossil should be retained as the shield would look old-fashioned.

It was also pointed out there was a twinning tripling with St George's and Jamestown, so this should be added to the signs.

The administrative officer said some towns had the names of their twin towns on a separate, smaller sign underneath the main welcome signs, so these could easily be changed if the twin towns changed. Members liked this idea and it was agreed this could be looked into.

Members discussed the proposal for signs to be displayed on the seafront celebrating the town's green credentials and there was some concern there were already too many signs.

Cllr B. Larcombe said the council needed to do an audit of signs on the seafront and requested this was considered by the Town Management and Highways Committee.

The deputy town clerk said it was intended to replace the big map at Bell Cliff so the green credentials could be incorporated into that.

The administrative officer said she would further discuss with Plastic Free Lyme Regis where they would ideally like to have signs on the seafront.

Members agreed the plastic-free logo should be added to the council's digital communications, at the bottom of emails and on the council's website.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to replace the 'welcome to Lyme Regis' signs, with the town shield replacing the fossil, the addition of one plastic-free logo, and the addition of twin town Jamestown, and mock-ups should be taken back to the Tourism, Community and Publicity Committee.

Committee: Tourism, Community and Publicity

Date: 25 September 2024

Title: Party in the Park 2024 and A Future Event

Purpose of Report

To allow members to receive a debrief on Party in the Park 2024 and to consider plans for an event in 2025

Recommendation

- a) Members recommend to the Strategy and Finance Committee that £10,000 is added to the marketing budget to allow Party in the Park to be held annually
- b) To form a working group to take forward plans for Party in the Park 2025 and to nominate up to three members to sit on the group

Background

- 1. Following the success of the Big Coronation Party in May 2023 to celebrate the coronation of King Charles III, the feeling among local residents was they would like to council to host a similar event every year.
- 2. A residents' event was agreed as an objective for 2024-15 and a budget of £10,000 allocated.
- 3. A consultation was carried out to help guide our plans and the majority of residents wanted an event in the Langmoor and Lister Gardens in either June or September. The majority of residents wanted to see live music, family entertainment and food and drink.

Report

- 3. Party in the Park was held in Langmoor Gardens on the afternoon and evening of Saturday 29 June.
- 4. A stage was set up on the seafront roof and there was live music from five local groups/performers. Six acts were booked but one had to cancel on the day due to illness. The music was well received, with the performances becoming livelier as the day went on, ending with people dancing on the roof as the final act played. Although all the acts were well received, it is hoped we can secure some bigger names for future events as short notice bookings meant many were already booked.
- 5. The council purchased a large gazebo and tie down weights to provide cover for the performers and the PA system and this can now be used for future events or even loaned to other local events. Technical support and MCing was provided by Declan Duffy who was excellent at keeping the audience entertained.
- 6. There was a bouncy castle on the putting green and this was free for children. This was staffed by the bouncy castle provider, who said there was a queue of children all day. He commented on what a great event it was, what a great location it was, and said he would like to be part of any future events. With the outdoor gym equipment being installed in this location, use of this area for future events would be limited.
- 7. Children's entertainer Strawberry Jam performed a free science and a magic show on the lower part of the putting green. There were around 30 to 40 children watching this and lots of noise and excitement. The entertainer also commented on how great the event was and said she would like to be part of any future events.

8. Mini golf was free for everyone throughout the event. The course was extremely busy all day and was popular with families.
9. There were three food stalls, two of which were trading from the seafront roof and one from the top of the gardens near the Somers statue. The bar, also on the roof, was provided by the Marine Theatre. Food and drinks were paid for by customers. Two of the food traders were busier than the third, with one selling out by the end of the day. The trader near the Somers statue was very happy with her location as she had a lot of passing trade and was able to set out some tables and chairs for people to sit and eat their food. The feeling is that we could have at least two more food traders for future events. We would also need to make sure they are set up and ready to trade from the start of the event, as two of them were not ready to trade until at least an hour after the event started.
10. Council staff and members were marshals at the event, with support from Alan Vian, and staff also provided operational support. Very little supervision was required so marshals were also able to enjoy the day. There were no major operational issues to overcome.
11. Security was provided by a local company, with two operatives on duty throughout the entire event. They were discreet, happy to chat to partygoers, and there were no incidents that required their intervention. They said they would be happy to support future events.
12. First aid was provided by local company Rapid EMS. There was one first aid incident, where someone tripped and rolled down the hill, and this was dealt with expertly by Rapid EMS.
13. It is estimated around 1,000 people attended the event across the day, with around 300 people on site at any one time. We believe with more advance publicity this number could be significantly increased. There was a mixture of local residents and visitors and the audience profile changed from families during the day to mainly groups of adults and couples in the evening.
14. Comments from those on the day and later on social media suggested everyone enjoyed the event, with the good weather certainly helping to make it a success. There was praise for the council for organising the event and requests for another event in 2025.
15. Both officers and some members have already suggested this could be an annual event. Building on the success of this year, with planning well in advance, this could become a major event in the town's calendar.
16. There is currently no budget for an event in 2025 but given the success and the appetite for future events, members may wish to consider adding £10,000 to the marketing budget for the event to be held annually. This can be further considered by the Strategy and Finance Committee on 9 October 2024.
17. In anticipation of a budget being agreed, in order to take forward plans for a 2025 event, it is suggested a small working group is formed. It is suggested up to three members sit on the working group with the support services manager. External parties can be invited to join as and when required.
18. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Adrienne Mullins
Support services manager
September 2024

Committee: Tourism, Community and Publicity

Date: 25 January 2024

Title: Lyme Regis Visitor Hub – End of Season Report and Interim Uses

Purpose of Report

To allow members to consider the end of season report for Lyme Regis Visitor Hub, to consider if this use should continue from Easter 2025, and to consider any alternative uses in the interim

Recommendation

- a) Members note the end of season report for Lyme Regis Visitor Hub
- b) Members indicate if they would like Lyme Regis Visitor Hub to continue from Easter 2025 on the same basis as 2024 and any longer-term agreement
- c) Members consider, in principle, an approach from Lyme Regis Gig Club to use the Jubilee Pavilion as an indoor rowing facility between November 2024 and Easter 2025 and if necessary, to instruct officers to have further discussions and report back to a future meeting

Background

1. Following consideration by the Strategy and Finance Committee, it was resolved by Full Council on 25 October 2023 'to accept the proposal from Alan Vian to use the Jubilee Pavilion as a welcome point for visitors and for use by community groups for events'.
2. On 10 January 2024, this committee considered a report on how the facility would be managed. At that meeting, it was noted an agreement needed to be put in place between the council and Alan Vian regarding the future management of the pavilion, outlining principles such as tenure, insurance, use of the building, and review mechanisms.
3. This was discussed with Alan Vian and a further report was considered by the Strategy and Finance Committee on 6 March 2024 to allow members to agree the principles of an agreement between the council and team running the welcome point.
4. As well as agreeing the principles of an agreement, it was also agreed to spend £3,000 of unbudgeted expenditure from the 2023-24 budget for costs to reinstate the Jubilee Pavilion as a welcome point. This was resolved by the Full Council on 13 March 2024.

Report

5. Lyme Regis Visitor Hub has been running at the Jubilee Pavilion over weekends since Easter 2024 and also on weekdays during the summer.
6. The agreement stated Lyme Regis Visitor Hub would provide a report on the use of the Jubilee Pavilion, including occupancy data and visitor numbers after 31 October 2024.
7. Although it is not yet 31 October 2024, Alan Vian has provided a report, **appendix 12A**, at this point so members may consider use of the pavilion through the winter.
8. Members may wish to indicate at this point if they would like Lyme Regis Visitor Hub to continue from Easter 2025 on the same basis as this year. If so, members may also wish to

consider if they are willing to allow a longer occupancy, perhaps three years. If so, discussions can take place with Alan Vian about his plans.

9. In the meantime, members may also wish to consider any potential uses for the Jubilee Pavilion between November and Easter.
10. A request has been received from Nick Bale, chairman of Lyme Regis Gig Club, **appendix 12B**, to use the pavilion as an indoor rowing training facility during the winter, primarily for female rowers.
11. If members are minded to consider this proposal, it is suggested officers are instructed to have further discussions with Lyme Regis Gig Club and to report back to a future meeting, possibly Full Council on 23 October 2024 so as not to delay this for a further cycle.
12. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Adrienne Mullins
Support services manager
September 2024

Report to Councillors September 2024

- The Visitor Hub has been open every weekend from Easter to October, and nearly every day during the school holidays
- The Visitor Hub has welcomed 5500 people in addition to the 800 adults and 80 children who visited the DDay Exhibition
- All the AV systems have been replaced with a twenty four hour screen showing events visible whether the pavilion is open or not. An interactive screen has been installed to show the names of the Jubilee Pavilion Donors and films of local events.
- Display panels have been bought
- A file of information has been produced. The Town Map has been popular.
- Exhibitions have been held about DDay, 21 years of Carnival, RNLI 200, and planned Low Carbon Dorset, The 1824 Storm
- It has been used by local organisations: Fossil Festival (Atlantic Survey), B Sharp (Recording Studio), Lifeboat Week, Carnival Week, & Lyme Folk.
- It has been used for meetings by the Museum, Rotary Club, Carnival, Christmas Lights)
- The most frequent information requested is for Bus times & access points, Fossil Pavement and fossil collecting, attractions in Lyme, guided walks, events information
- The Council's Wheelchairs have been promoted (wheelchairs have been used on more than 25 occasions)
- Issues: the Visitor Hub needs more volunteers, the speed of delivery vehicles has been noted, cyclists (particularly electric bikes) on the Marine Parade
- Future Plans
 - To develop films on the touch screen about places of interest and fossil collecting
 - To develop 'guided' walks using paper guide with QR codes

Alan Vian September 2024

Dear Adrienne

Please see the email below requesting a proposal from Lyme Regis Gig Club for using the Pavilions during the winter. Apologies for the brief delay in responding.

As you know, the Lyme Regis Indoor Rowing Centre vacated the Pavilions in April 2024 to support Alan Vian's summer community initiative. For reference, the Indoor Rowing Centre was a separate entity from the Gig Club, though they shared close ties. Garry and Olivia, who ran the Centre, are pursuing independent ventures and are not Gig Club members.

Lyme Regis Gig Club, with 170 local members, would like to use the Pavilions from the end of October through to Easter 2025 primarily for our female rowers to train indoors during the winter. Weekday evenings would be the main time for training, with occasional use on weekend mornings. We'd bring six rowing machines to the facility. Access to the Pavilions would help us improve our national standing, especially as we prepare for the Gig World Championships in May 2025.

We are happy to keep the space clean, provide consumables, and contribute fairly towards utilities. As a charity, we are open to discussions about minimising business rates to benefit both LRTC and the Club. We would be happy to vacate the space when Alan's activities resume next summer.

Please do not hesitate to contact me if you have any further questions.

Kind Regards

Nick Bale

Committee: Tourism, Community and Publicity

Date: 25 September 2024

Title: Electronic Notice Board fixed to the supporting wall, Bell Cliff Steps

Purpose of Report

To allow members to determine whether to continue with the objective of fixing an electronic notice board to the supporting wall of the Bell Cliff steps

Recommendation

Members consider discontinuing the electronic noticeboard project as an objective

Background

- 1 Officers first considered a project several years ago to install a cash point to the supporting wall of the Bell Cliff steps and therefore had an electricity supply and internet connection installed on the wall.
2. The council was advised not to install a cashpoint in this location owing to its vulnerability and potential criminal activities.
3. Another project was proposed for this location, to fix an electronic notice board to the supporting wall of Bell Cliff steps. At the Full Council meeting on 17 July 2024, this was put forward as an additional objective for 2024-25, with a budget of £3,000.
4. Below is the location of proposed sign.



Report

5. After carrying out discussions with Dorset Council it was found that listed building consent and advertising consent were required to fix an electronic notice board in this location.
6. The council would have to engage a professional consultant to complete planning drawings and a listed building planning application at considerable cost.
7. The council would have to pay planning fees with no guarantees that planning permission would be granted.

8. Officers have also considered the effects of sunlight on the screen and believe that after a summer season, the screen would become unreadable, therefore a screen sunshade would have to be installed to protect the noticeboard.
9. Considering the likely expenditure and drawbacks, the operations manager suggests this project is no longer a priority and recommends it should be discontinued.
10. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Adrian Turner
Operations manager
September 2024

Committee: Tourism, Community and Publicity

Date: 25 September 2024

Title: Reviving Lyme in Bloom

Purpose of Report

To allow members to consider reviving the Lyme in Bloom competition

Recommendation

Members agree, in principle, to reviving the Lyme in Bloom competition, to form a working group and identify members to sit on the working group, and to put this forward as an objective for 2025-26

Background

1. Several years ago, the town council supported an annual competition for the best floral displays in the town. Prizes and certificates were always presented by the mayor at a ceremony in the Guildhall.
2. Special attention was given to the town's public gardens at the same time and on at least one occasion Lyme won highly commended certificates as part of the South West in Bloom awards.

Report

3. The aim of the communities that take part each year in these awards is to improve and regenerate our local environments, through the imaginative planting of trees, shrubs, flowers and landscaping, conservation and recycling projects, and to sweep away the eyesores that blight our streets, such as litter, graffiti and vandalism.
4. It is not intended to enter the South West in Bloom wards initially but to concentrate on enhancing and maybe extending the town's existing floral displays
5. The proposal is to relaunch the Lyme in Bloom Awards in 2025 with a number of classes for residents and businesses, with cash prizes and certificates awarded by a team of judges made up of horticultural experts, with council and sponsors' representatives.
6. Residents and businesses would be invited to enter the competition and a presentation ceremony would be held in the Guildhall, hosted by the mayor.
7. **Possible classes:**
 - Best social housing garden
 - Best residents' large garden
 - Best residents' small garden
 - Best residents' floral baskets
 - Best floral baskets on commercial premises
 - Best garden feature.
 - Best child's mini-garden
8. The next step will be to form a working party to include horticultural experts and secure financial backing from sponsors, estimated at £1,500. Members are asked to indicate if they would like to sit on the working group.

9. I would also suggest the council puts some funding towards this initiative. There is currently no budget so it is suggested it is put forward as an objective for 2025-26 from this committee.
10. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Cllr Philip Evans
Chairman
September 2024

Committee: Tourism, Community and Publicity

Date: 25 September 2024

Title: VE Day 80

Purpose of Report

To allow members to consider plans to mark the 80th anniversary of VE Day

Recommendation

Members delegate up to two members to work with the support services manager to put together a programme of events to mark the 80th anniversary of VE and to put this forward as an objective for 2025-26 from this committee

Background

1. The 80th anniversary of VE (Victory in Europe) Day is on Thursday 8 May 2025. VE Day marked the end of war in Europe and the Second World War as a whole on 8 May 1945.

Report

2. [An official guide](#) to how communities and local councils can take part in this 'shared moment of celebration' has been produced.
3. To start planning for the anniversary, it is suggested one or two members are delegated to work with the support services manager on putting together a programme of events, with involvement from the Lyme Regis branch of the Royal British Legion.
4. Following on from this year's successful commemoration of the 80th anniversary of D-Day, it is suggested events to mark VE Day 80 are more modest.
5. There is currently no budget for VE Day 80 events so it is suggested this is put forward as an objective for 2025-26 from this committee.
6. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Adrienne Mullins
Support services manager
September 2024

Committee: Tourism, Community and Publicity

Date: 25 September 2024

Title: Woodroffe School Bursary

Purpose of Report

To allow members to receive a report from the Woodroffe School about how their 2023-24 bursary was spent

Recommendation

Members note the report

Background

1. A bursary scheme for children and young people in Lyme Regis was one of the council's objectives in 2023-24.
2. Applications were made via local organisations and £1,519.50 was awarded to 11 individuals via seven organisations.
3. A further £6,000 was made available to support less advantaged students at The Woodroffe School, Mrs Ethelston's Primary School and St Michael's Primary School, with each school to receive £2,000.
4. Woodroffe School claimed its £2,000 bursary but St Michael's Primary School and Mrs Ethelston's did not.

Report

5. Woodroffe School headteacher Dan Watts has provided a report on how the bursary was spent, **appendix 16A**. In summary, the bursary supported 25 students in year 7 who were able to attend an outdoor adventure camp.
6. The bursary scheme has been continued in 2024-25, with a budget of £5,000. Further discussions will take place with the school about a further allocation in 2024-25.
7. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Adrienne Mullins
Support services manager
September 2024



£2000 grant awarded by Lyme Regis Town Council to support disadvantaged students

Thank you:

The Woodroffe School are very grateful for the financial contribution made by the Lyme Regis Town Council to support disadvantaged students. As a school, like many organisations, we know only too well the pressures associated with funding and have taken care to ensure that the grant money provided was used effectively and fairly in support of our students. Whilst we understand that it may not be in your gift to give but, we hope, that if funds allow, you will consider supporting us again in the future.

Background:

For over 20 years, The Woodroffe School has used Dorset Council's outdoor adventure centre located at Carey Camp. In that time, we estimate that around 3000 students have benefitted from the residential experience. As it turns out, 2024 was to be our last visit to the centre following Dorset Council's decision to close the facility. Whilst our run at Carey comes to an end, we look forward to forging new partnerships and keeping the adventure camp alive for the benefit of our students.

Carey Camp:

All students in year 7 are given the opportunity to attend Cary Camp. Students attend for 2 and ½ days and whilst at Carey spend time climbing, shelter building, fire lighting, camp cooking, orienteering, completing ropes courses and blindfold trails to mention but a few of the activities. Students eat together, sleep in tents and under the stars in the woods. They build lasting memories and strong friendships all without the aid of modern technology, mobile phones are prohibited.

The Students:

Whilst all have the opportunity to attend, the cost can be prohibitive for some. As a school we do our very best to keep costs down and fund where we can. Despite this, for some, the finances can be a bridge too far. The grant money provided by yourselves was used to support those in most need.

16 students recorded as Pupil Premium benefitted from financial support and were able to attend the camp.

9 students who parents faced unexpected financial hardship were also supported.

In total, 25 students benefitted from the grant provided by yourselves.

The amount given to each family varied based on circumstance. In all cases, the families were asked to contribute what they could afford. This approach helps the money to stretch that little bit further and helps to secure buy in from both the families and the children attending.



Committee: Tourism, Community and Publicity

Date: 25 September 2024

Title: Managing Consultation Exercises

Purpose

To inform members of recent, upcoming and ongoing public consultations and the decisions made following consultation

Recommendation

Members note the report

Report

1. The following public consultations affecting residents and services in Dorset have recently taken place, are coming up, ongoing, or have been completed:
 - Dorset Council – Call for Sites
 - Dorset Council – Better Days – Day Opportunities
 - Dorset Council – Active Travel Infrastructure Plan
 - Dorset Council and BCP Council – Local Transport Plan Opportunities and Issues
 - Dorset & Wiltshire Fire and Rescue Authority – Draft Community Safety Plan 2024-28
2. **Appendix 17A** details the start and end dates, who has been consulted, how the town council promoted the consultation, the council’s response to the consultation (if any), and the decision made or an update on the consultation if a decision has not yet been made.
3. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Adrienne Mullins
Support services manager
June 2024

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
Dorset Council – Call for Sites (in preparation for Dorset Council Local Plan)	13/03/23	01/01/25	The public and stakeholders	Social media, community and business briefings, website	Report considered by the Full Council on 17 May 2023 and resolved 'to support the principle of an appropriate allocation of Strawberry Fields through the Local Plan process'.	The consultation is now open until 1 January 2025. Dorset Council is interested in receiving submissions for sites that may have potential for: New homes (including for the settled and Traveller communities), employment land, mitigation for habitat sites, and renewable or low carbon energy.
Dorset Council – Better Days – Day Opportunities	22/09/23	08/12/23	Dorset residents	Social media and website	N/A	Dorset Council is analysing the responses and will share what it has learned as early as possible in 2024.
Dorset Council – Active Travel Infrastructure Plan	11/12/23	18/01/24	The public and stakeholders	Social media and website	Report to the Town Management and Highways Committee on 3 January 2024, with a recommendation that completion of the survey is delegated to the town clerk in consultation with three members from the committee	Any barriers to active travel or new routes will be examined by Dorset Council. Responses will be analysed and a report published in mid-2024.

Dorset Council and BCP Council – Local Transport Plan Opportunities and Issues	22/01/24	03/03/24	All communities who live and work in Dorset	Social media, website and public open event on 20/02/24	Response delegated to the Traffic and Travel Working Group	The councils are listening to feedback and not making any big decisions at this stage. The proposed draft plan will be developed using the engagement feedback and shall be subject to public consultation before adoption.
Dorset & Wiltshire Fire and Rescue Authority – Draft Community Safety Plan 2024-28	09/02/24	03/05/24	The public and stakeholders	Social media and website	N/A	The Community Safety Plan 2024-28 has been published and is available here https://www.dwfire.org.uk/wp-content/uploads/2024/06/CSP-2024-28-WEB-V15-240618-1.pdf