



John Wright
Town Clerk

Lyme Regis Town Council

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Town Management and and Highways Committee

Core Membership: Cllr C. Aldridge, Cllr B. Bawden, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr P. May, Cllr C. Prichard, Cllr C. Reynolds, Cllr D. Ruffle, Cllr G. Stammers, Cllr J. Trevena, Cllr G. Turner

Notice is given of a meeting of the Town Management and Highways Committee to be held at the Guildhall, Bridge Street, Lyme Regis on **Wednesday 5 June 2024** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
30.05.24

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. **Election of Chairman and Vice-Chairman**

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2024-25

2. **Terms of Reference**

To allow the committee to receive its terms of reference

3. **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

4. Apologies

To receive and record any apologies and reasons for absence

5. Minutes

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 3 April 2024 (attached)

6. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting 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.

7. Dispensations

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

8. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 3 April 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

9. Update Report

To inform members about progress on significant works and issues

10. Town Management and Highways Committee – Objectives

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

11. Traffic and Travel Strategy Working Group membership

To allow members to determine the membership of the traffic and travel strategy working group

12. CCTV Policy and Documents Review

To allow members to review the CCTV Policy and associated documents

13. Gazebo Refurbishment

To allow members to discuss the refurbishment of the gazebo

14. Lyme Regis Proposed Speed Measures

To update members on the 20mph speed limit application process and to allow members to consider further speed measures in Sidmouth Road

15. RNLI Parking Request

To allow members to discuss a request for parking from the local RNLI station management team

16. Marine Parade Shelters' Roof Glass Panels

To allow members to discuss replacing glass panels in the roof of the Marine Parade Shelters

17. Bowls Club Advertising

To allow members to discuss a request for advertising on the bowls club wall

18. Candles on the Cobb Management Committee

To allow members to consider setting up a committee for the management of the Candles on the Cobb Pavilion

19. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 22 May 8 May 2024

20. Outdoor Gym Equipment

To allow members to discuss the quotations for outdoor gym equipment

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

21. Harbour Store Tenders

To allow members to consider four tenders received for works to the harbour store building at Monmouth Beach

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. 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 20 – Outdoor Gym Equipment

b) Agenda item 21 – Harbour Store Tenders

Committee: Town Management and Highways

Date: 5 June 2024

Title: Election of Chairman and Vice-Chairman

Purpose of Report

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2024-25

Recommendation

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2024-25
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2024-25

Background

- 1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
- 2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
- 4. Standing order 3.t states:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.'

- 5. Standing order 8.a states:

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.'

6. Standing order 8.b. states:

'As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the same way, The town clerk or other officer cannot open or chair a committee or sub-committee meeting.

7. The election of the chairman and vice-chairman of the Town Management and Highways Committee will be reported to the Full Council on 17 July 2024.

John Wright
Town clerk
May 2024

Committee: Town Management and Highways

Date: 5 June 2024

Title: Terms of Reference

Purpose

To allow the committee to receive its terms of reference

Recommendation

The committee receives its terms of reference

Background

1. The terms of reference for the Town Management and Highways Committee, along with the general terms of reference that apply to all the council's committees is attached, **appendix 2A**.
2. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

John Wright
Town clerk
May 2024

Terms of Reference

2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report will normally include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to Dorset Council on planning applications.
- 2.3 Each committee will:
- 2.3.1 Elect its chairman and vice-chairman from among its membership;
 - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
 - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
 - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
 - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
 - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
 - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.
- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

5. Town Management and Highways Committee

- 5.1 The purpose of the Town Management and Highways Committee is to manage services provided by the council relating to the natural and built environment, including conservation:
- 5.1.1 Provision and maintenance of public property and open spaces, e.g. car parks, toilets, gardens, beaches, amenity services, cemetery, play park, skatepark

- 5.1.2 Administration of land and property to include leases, licences and concessions
- 5.1.3 Enforcement
- 5.1.4 Trees and planting
- 5.1.5 Street naming
- 5.1.6 To develop proposals and liaise with the county and district councils on highway maintenance and improvements, road safety, street lighting, street care, public transport, and footpaths and rights of way

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 3 APRIL 2024

Present

Chairman: Cllr B. Larcombe

Members: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr P. Evans, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

Officers: M. Adamson-Drage (operating manager) M. Green (deputy town clerk), C. Austin (administrative and community support assistant),

23/96/TMH Public Forum

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

23/97/TMH Apologies

Cllr S. Cockerell – illness
Cllr M. Ellis – work commitment
Cllr C. Reynolds – illness
Cllr D. Ruffle

23/98/TMH Minutes

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, the minutes of the previous meeting held on 14 February 2024 were **ADOPTED**.

23/99/TMH Disclosable Pecuniary Interests

There were none.

23/100/TMH Dispensations

There were none.

23/101/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 14 February 2024**20mph proposal**

It was noted there would be a meeting held on 17 April 2024 between officers and Cllr B. Bawden to discuss the consultation.

Traffic and Transport working group minutes

Members said the minutes of the meetings on 26 February and 4 March 2024 were not included on the agenda. The deputy town clerk said the minutes would be circulated or included on the next agenda.

23/102/TMH Update Report

Beach Replenishment

Members wished to thank the member of staff for clearing pebbles from the Cart Road on their day off after the storm.

Bathing Beach Designation consultation response

It was noted a decision on the bathing beach designation was expected soon.

MUGA at Anning Road Playing Field

The deputy town clerk explained the reasons behind obtaining planning permission for the project. He said a planning permission application would be submitted as soon as possible.

Jubilee Pavilion roof works

The deputy town clerk said in dry weather, it was anticipated the work would be completed within two days.

Amenities hut building and plans

The deputy town clerk said the mini golf facility would remain open and operate as normal during the works. The temporary staff accommodation and facilities were already in situ at the time of the meeting.

Office and options feasibility study

A member expressed concern about the council's residual interest in the St Michael's building. The deputy town clerk said the council had an existing legal agreement with unit 1A and there was discussion on what would happen if Lyme Regis Development Trust were to sell the building in the future.

23/103/TMH Town Management and Highways Committee – Objectives

Members noted the report.

23/104/TMH Policy Reviews

Members noted there were minor typing errors to be corrected within the Legionella Flushing Policy.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Portable Appliance Testing (PAT) Policy, the Control of Substances Harmful to Health (COSHH) Policy, the Management of Personal Protective Equipment (PPE) Policy and the Legionella Flushing Policy, with minor spelling and typing amendments to the Legionella Flushing policy.

23/105/TMH SWiM – Request for Additional Outside Seating

Members were concerned additional seating would consume space on the highway and restrict essential access for emergency vehicles if required.

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from SWiM for additional outside seating.

23/106/TMH Stage V Cobb Works Update

Members noted the report.

23/107/TMH Complaints, Incidents and Compliments

Members were concerned complaints regarding dogs on the beach were not being passed on to Dorset Council by the public.

It was noted office staff had been asked to compile a separate list of specific dog complaints and send these to Dorset Council.

23/108/TMH Commercial Properties – Lease Renewals and Rent Reviews

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, 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.

23/109/TMH Exempt Business

a) Commercial Properties – Lease Renewals and Rent Reviews

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve agreed terms for new leases for the National Trust Shop, Boylo's, Guildhall Shop, Lyme Regis Gig Club, and the Amusement Arcade

The meeting closed at 8.27pm.

Committee: Town Management and Highways

Date: 5 June 2024

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 3 April 2024

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

Recommendation

Members note the report and raise any other issues on the minutes of the previous meeting if further information is required.

Report

23/102/TMH – Update Report

Beach Replenishment

Dorset Council has claimed and has been paid the agreed one-off £15k contribution towards the cost of this year's beach replenishment works.

Bathing Beach Designation

Church Cliff Beach has been designated as a bathing water by Defra from May 2024. The Environment Agency will commence bathing water quality testing at the beach through the summer. Dorset Council is organising a bathing water quality noticeboard for the beach to be serviced by town council staff. The campaign and application by the River Lim Action Group with support of the town council, Dorset councillor and MP, has been a great success.

MUGA at Anning Road Playing Field

A full verbal update will be provided at the meeting. Recent additional information about drains and other issues suggests the location of the MUGA may have to be changed within the field and a detailed report to Full Council on 17 July 2024 is anticipated.

There may also be opportunities to secure external funding and to carry out improvements to both the football pitch and the pavilion as part of a more comprehensive project. All of these issues will be covered in the report to Full Council.

Jubilee Pavilion roof works

These works should be finally completed during w/c 3 June 2024, weather permitting. Despite the repeated delays and additional works, the overall project remains under budget.

Replacement amenities hut building

Wrencon has been appointed as the contractor and work is progressing well and to programme. The temporary accommodation arrangements are in place and working satisfactorily. The facility continues to be well used with no discernible drop off in business. The gardening team are temporarily based in the Langmoor Room as previously agreed.

Office and options feasibility study

Officers have met with and talked to all parties with an interest in this matter and good progress has been made.

Specifically:

- The Board of Lyme Regis Development Trust has agreed to let units 1A, 1 and 6 on the basis previously discussed with members. Terms are being finalised and are in line with previous expectations. Solicitors are instructed.
- The director of the museum has agreed to relocate their exhibits store from Unit 1 to Unit 2, subject to the museum not being 'out of pocket' as a result of the move. A move date of late September/October 2024 has been provisionally agreed.
- The tenant of unit 6 will vacate at the end of July 2024.
- Work is ongoing on space planning and on the few relatively minor internal changes likely to be required. Where these works involve 'knocking through' between units, this has already been discussed and agreed with the trust.
- The council's preferred 'building services' partner (Crickmay Stark) has been involved in preliminary discussions and will progress any required plans, external consents, tender documents for works, etc.
- Invitations to submit proposals have been sent to five suitably qualified and experienced surveyors/valuers/commercial agents and those proposals will be brought back to Full Council on 17 July 2024 for members to consider, with a view to appointing a partner with whom to work on the marketing and disposal of the existing office building.
- Discussions about moving IT and telephony are ongoing.
- Discussions about car parking issues have progressed well.

The need for building/structural works and recent experience with contractor lead times is causing some concern about the planned November 2024 move date, especially given the likely museum vacation date. A verbal update will be provided at the meeting.

23/104/TMH – Policy Reviews

The Portable Appliance Testing Policy, Control of Substances Harmful to Health Policy, the Management of Personal Protective Equipment Policy and the Legionella Flushing Policy have been updated on the website and emailed to members

23/105/TMH – SWiM – Request for Additional Outside Seating

The decision to refuse the request has been confirmed to SWiM.

Mark Green
Deputy town clerk
May 2024

Committee: Town Management and Highways

Date: 5 June 2024

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Steps at Cats Park

The outside works team have uncovered some old steps at the back of Cats Park (Georges Square). Work has been undertaken recently to repair the area, hopefully in time for D-Day 80 events.

Homelessness

The town council has no statutory responsibility for dealing with homelessness. From time to time staff are aware of rough sleepers in the town. The office will contact [StreetLink](#) who contact local outreach workers to visit the rough sleeper to investigate the circumstances and offer support. Julian House is the south west's homeless outreach charity that runs hostels and supports the homeless. Streetlink normally ask Julian House to send outreach workers in this area. [Dorset Council's website](#) has some further information on homelessness. Anyone can contact Streetlink to make a report about a rough sleeper.

Lengthsman inspections

The lengthsman team have recently been tasked to inspect around the town on a weekly basis and report any defects found to the office front desk, e.g. potholes, broken signs. The front desk team will compare these against reports already made to Dorset Council (DC) and add those that have not been reported to the DC reporting system. If able, the lengthsman team can address issues as they arise. The weekly schedule will allow the lengthsman team to track all the issues that have been reported to DC.

Members are encouraged to report any defects to DC online or telephone the front desk.

Accreted Land/Lease/Harbour

Dorset Council has been notified of the latest situation concerning the granting of consent by Natural England for the harbour use of the accreted land and this council's solicitor has been instructed to prepare the agreed five year lease.

The new rent will be phased in as outlined in the report to the last meeting of the Strategy and Finance Committee.

The lease for the land remains with solicitors and will be completed as quickly as possible

Property and projects assistant

Jon Smith left the council's employment on 22 March 2024, having been offered another job with a neighbouring principal authority. His temporary post was advertised and his replacement, Anthony Mullins, appointed and commenced work on 1 May 2024. This temporary post will continue until 8 October 2025. Anthony is already taking an active role in many projects, including, CCTV, Woodmead car park, Anning Road, the churchyard wall and the replacement amenities hut.

Garden path trial works

Trial works are yet to be undertaken due to wet weather. Further meetings have taken place between the contractor for the trial, HC Lewis, and Peter Chapman, the council's structural engineer. Hopefully, it will be possible to complete the works by the end of June, but that will be weather dependent.

Monmouth Beach land movement

As previously reported, the most recent works to address the impacts of land movement at Monmouth Beach cost just under £10k + VAT. As agreed by Full Council, the balance of the approved budget of £20k will be retained to deal with inevitable further movement in this area. Some additional works have already been undertaken at Western Beach.

At the present time, movement seems to have reduced, although there is still some evidence of movement at the higher levels and ground water volumes seem exceptionally high. Further works may be required on Western Beach to safeguard the western-most day huts.

The most recent ground monitoring report is currently being analysed by geotechnical engineer Peter Chapman, but his initial observations are that relatively little movement has been recorded away from the area of the rear slope. The detailed findings will be reported to Full Council on 17 July 2024.

A retrospective application for consent for the works undertaken will be submitted to Natural England once the current phase of works is completed. This avoids multiple minor and individual applications.

Drainage at Woodmead car park extension

Further discussions have taken place with the owner of Beau Sejour about draining the surface water from the development planned for that site into the council's car park drains. This can be achieved with modest additional works and the owner has confirmed his willingness to pay for all extra over costs, together with any other reasonable terms.

Similarly, Dorset and Wiltshire Fire and Rescue have agreed to meet all additional costs to achieve a separation of their foul and surface water discharges; the latter will drain into the car park surface water drains in future. This should avoid the discharges recently experienced into neighbouring properties.

The scheme design has been completed and will be put out for quote or tender shortly. Works will involve significant disruption within the car park and for this reason and likely contractor lead times, work is unlikely to commence until the autumn.

Further problems have recently been reported at the Hill Road end of the car park. It would appear that water is discharging from a drain adjacent to the steps and into the closest neighbouring garden. This problem is being investigated and any further information will be reported verbally at the meeting.

CCTV Project

Four cameras have now been installed and are active. A fifth, at the Baptist Church, will be installed as soon as other works at that location allow. The planning application for the skatepark camera and mast is being considered by Dorset Council. Once determined, a quote will be sought from National Grid to provide the required power supply. This could not be done in advance because of the very limited validity period of any quote.

A meeting has finally taken place with BT (on behalf of Dorset Council) about the means of connecting the 'Lyme cameras' to the Dorchester control centre, and the requested technical information is being provided so the connection and monitoring can be specified and costed.

The agreed replacement of the nine existing seafront cameras is being progressed.

Any further information will be reported verbally at the meeting.

Perimeter wall – Churchyard

Information about neighbouring owners for the purposes of the Party Wall Act has been gathered and any necessary notices will be served.

As previously reported, it is now intended to carry out a larger area of repair utilising the approved budget for both 2023/24 and 2024/25, i.e., £60k in total.

Park and Ride 2024

Following the grant of the recent planning permission for improved on-site facilities, discussions will take place with the landowner about finalising a long-term arrangement for the use of the facility. This has been slightly delayed because the landowner wants to first resolve some outstanding issues with the conditions attached to the permission.

In the meantime, the service is now up and running as agreed, although it did prove necessary to not open the site on 29 May 2024 due to ground conditions.

Harbour Store and Cemetery Lodge

Tenders for the store building have been returned and are the subject of a separate report elsewhere on this agenda.

Tenders for the Cemetery Lodge works are due to be returned on 12 June 2024. They will then be opened, scrutinised and arithmetically checked prior to being reported to Strategy and Finance on 3 July 2024.

Beach Hut 23 Monmouth Beach and Chalet 18 Monmouth Beach

There are ongoing issues with the condition of both of the above buildings/sites and both have been the subject of previous consideration by officers and members.

Discussions with both 'owners' are continuing and it is likely that further reports will be brought back to members in the near future for consideration of a range of potential actions.

Given the long break between this and the next calendared meeting of Town Management and Highways on 18 September 2024, it may be that a report is taken to either Strategy and Finance on 3 July 2024 or Full Council on 17 July 2024.

Mark Green
Deputy town clerk
June 2024

Matt Adamson-Drage
Operations manager

Committee: Town Management and Highways

Date: 5 June 2024

Title: Town Management and Highways 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 10A**. Progress with objectives is updated continuously. In some instances, greater detail about a particular objective may also be provided elsewhere on the agenda, primarily in the update report.
4. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

John Wright
Town clerk
June 2024

Objective	Budget £K	Completion date	Lead officer	Committee	Comments
Replace lamp heads and refurbish lamp columns	20	March 2025	MAD	TMH	2024-25 will be year two of a four-year rolling programme of replacement and refurbishment.
Replace car park machines	5	March 2026	MAD	TMH	2024-25 will be year two of a four-year rolling programme. This budget will not be spent in 2024-25 due to issues with the parking machines. The budget for 2023-24 and 2024-25, a total of £10k, will be accrued to 2025-26.
Replace gardens' handrails	10	March 2025	MAD	TMH	2024-25 will be year two of a five-year rolling programme.
Drainage at Woodmead car park	50	December 2024	MG	TMH	Works to commence in October 2024.
Repair church walls	30	July 2024	MG	TMH	2024-25 is year two of a three-year programme. The 2023-24 budget of £30k has been accrued to 2024-25, giving a total budget of £60k. Further works may be required in 2025-26.
Purchase a mulching mower	1,75	June 2024	MAD	TMH	Order has been placed, delivery is expected by June 2024.
Replace BBQ bins	2,73	June 2024	MAD	TMH	Order has been placed, delivery is expected in June 2024.
Office move and disposal of existing office	100	December 2024	MG	TMH	Office move will commence in July 2024. Work on the new office will be undertaken in October/November 2024. Disposal of the existing office will be progressed during 2024, with an intended date for disposal of spring 2025.
Guildhall repairs	50	November 2024	MG	TMH	Work will be undertaken in September/October 2024. Works will involve the repair of the roadside window closest to the officer and the repair of the

					passageway gable wall.
Refurbish cemetery lodge	125	December 2024	MG	TMH	Bat roost assessment will be undertaken on 16 May 2024. Planning permission to be submitted in June 2024. The tender return date 12 June 2024. Contractors are expected to be on site in October 2024.
Repairs to Bell Cliff steps and railings	25	TBC	MAD	TMH	Further discussions to take place with Dorset Council to determine the status as adopted highway. Meeting scheduled for 4 June 2024 with the relevant Dorset Council director.
Repairs to Candles on the Cobb Pavilion	15	August 2024	MAD	TMH	MAD to work with the operations supervisor to deliver the project. Work to take place outside of the football season.
Install a defibrillator at the amenities hut	1,5	October 2024	MAD	TMH	The defibrillator will be installed following the completion of the new amenities hut.
Install a secure card link at the amenities hut	15	May 2024	MAD	TMH	Officers are investigating a new wireless payment system for the amenities hut. Complete.
Recommendations from the Traffic and Travel Working Group, including improvement of the town bus	10	March 2025	MAD	TMH	Projects will include the 20mph zone, improvements to the town bus, improving pedestrian safety on Cart Road and park and ride.
Install new and replace existing CCTV	86	October 2024	MG	TMH	The installation of new cameras has been carried over from 2023-24 and the replacement of existing CCTV is a new project for 2024-25. Four of the six new cameras are operational and can be viewed in real time from the control room at the shelters. Arrangements for linking to the Dorchester control centre still need to be agreed with Dorset Council. An initial meeting has now taken place. Planning permission is awaited for the skatepark camera. The Baptist Church camera will be installed once

					their external works are complete.
Determine the use of the trailer park and accreted land	N/A	May 2024	MG	TMH	This project has been carried over from 2023-24. The lease is with the council's solicitor, awaiting completion.
Replace Langmoor Room door	7	June 2024	MAD	TMH	This project has been carried over from 2023-24. Quote obtained for £2,900.
Remedy water ingress to the Jubilee Pavilion	50	May 2024	MG	TMH	This project has been carried over from 2023-24. Contractors on site w/c 3 June 2024 to complete.
Undertake refurbishment of harbourmaster's store	125	October 2024	MG	TMH	This project has been carried over from 2023-24. Tender documents have been sent out and report elsewhere on this agenda.
Footpath repairs in the gardens	100	November 2024	MAD	TMH	This project has been carried over from 2023-24. Trial work is expected to start in June 2024. It will be prudent to undertake the full works in autumn 2024.
Install outdoor gym equipment	25	August 2024	MAD	TMH	This project has been carried over from 2023-24. Quotes to be considered by the Town Management and Highways Committee on 5 June 2024.
Replace the amenities' hut	157	October 2024	MG	TMH	This project has been carried over from 2023-24. Work has been ongoing since 25 April. It is an 18-week construction programme. Temporary arrangements in place.
Monkey bars for Anning Road play park	5	July 2024	MAD	TMH	This project has been carried over from 2023-24. Equipment to be installed by the external works' team.
Develop a multi-use games area at Anning Road Playing Field	150	TBC	MG	TMH	This project has been carried over from 2023-24. Planning permission will be required. The intention is to remove the BMX humps, relocate the football pitch and construct the MUGA during the summer period.

Committee: Town Management and Highways

Date: 5 June 2024

Title: Traffic and Travel Strategy Working Group membership

Purpose of the Report

To allow members to determine the membership of the traffic and travel strategy working group

Recommendation

Members determine the membership of the traffic and travel strategy working group

Report

1. The traffic and travel strategy working group commenced in July 2023 following a recommendation from this committee.
2. Members wanted to have the opportunity to take a strategic and holistic look at the ongoing traffic, parking and accessibility issues in Lyme within a wider context of the need to decarbonise our transport in line with our 2030 Net Zero pledge and the need to improve the health, well-being, social and economic prospects for the area.
3. At the inaugural meeting, the remit was decided as follows:

To create a safe, pleasant, accessible, connected environment that holistically considers action for decarbonisation, air quality, transport, parking and traffic to improve the quality of Lyme Regis for everyone.
4. Meetings were to be concluded within 90 minutes and minutes of the working group were to be presented to this committee. Frequency of meetings was not discussed but once every cycle of committee meetings would seem appropriate.
5. The working group consisted of Cllrs P. May, B. Larcombe, C. Aldridge, S. Cockerell B. Bawden and P. Evans. However, as this is a new council administration, members should have the opportunity to be appointed to the group.
6. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Matt Adamson-Drage
Operations manager
June 2024

Committee: Town Management and Highways

Date: 5 June 2024

Title: CCTV Policy and Documents Review

Purpose of the Report

To allow members to review the CCTV Policy and associated documents

Recommendation

Members review the CCTV policy and documents and instruct officers of any changes

Report

1. The CCTV policy, operational requirement and risk assessment documents are reviewed every two years.
2. Changes to the policy, at **appendix 12A**, are highlighted in yellow. The operational requirement and risk assessment, **appendices 12B and C** respectively, are unchanged. With the installation of the new CCTV system, the associated documents will require further review.
3. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Matt Adamson-Drage
Operations manager
May 2024



Policy

CCTV, Webcam and Body Worn Video Camera Operation

References:

- A. Surveillance Camera Code of Practice 2013
- B. General Data Protection Regulations 2018
- C. Information Commissioners Office guidelines for CCTV

1. Introduction

- 1.1 This policy has been created to set out the purpose, operation and responsibilities of Closed Circuit Television (CCTV) surveillance, bodyworn camera surveillance and webcam footage undertaken by Lyme Regis Town Council (LRTC) and is based on the twelve guiding principles of the Surveillance Camera Code of Practice 2013 and in line with GDPR legislation. LRTC takes its CCTV and GDPR responsibilities seriously and this policy sets out the rules for the operation of CCTV by this council. Two independent CCTV consultants were consulted during the project in 2018 to confirm feasibility, operational requirement and privacy impact assessments.

2. Background

- 2.1 Lyme Regis Town Council installed a CCTV system in 2012 (upgraded in 2019) which covered the market area, performance area, in front of the two shops either side of the Jubilee Pavilion and the walkway above and behind the Jubilee Pavilion. Also in 2012 the Cobb and Marine Theatre webcams were installed and the council registered with the Information Commissioners Office. In 2019 this system was upgraded and an additional camera was installed on the Candles on the Cobb pavilion and a camera was sited above the front door of the council office due to damage caused to the Grade II* listed Guildhall by passing traffic. LRTC enforcement officers began wearing body worn video cameras in 2021.

- 2.2 A further CCTV project to install cameras on Broad Street, at Monmouth car park, in the Langmoor and Lister gardens, at the skatepark, and upgrade the existing cameras, linking them all to the Dorset Council CCTV Control Room in Dorchester was due for completion in 2024. A further risk assessment and operational requirement documents will be required.

3. Twelve Guiding Principles (Reference A)

- 3.1 Specified Purpose. Legitimate Aim. Pressing Need.

Lyme Regis Town Council commissioned a new operational requirement document in 2018 through an independent specialist consultant. The purpose of the system is threefold. Prevention and deterrence of anti-social behaviour. Prevention and deterrence of nuisance incidents. Reassurance for members of the community and visitors. Prevention of Crime.

3.2 Individuals Privacy. Regular Reviews.

Lyme Regis Town Council commissioned a privacy impact assessment in 2018 through an independent specialist consultant. The CCTV system has a privacy screening facility which obscures images of private property in the field of view of the cameras. The CCTV policy will be reviewed every two years.

3.3 Transparency. Contact Points. Access to Information.

Lyme Regis Town Council displays relevant legally compliant signage in all the areas CCTV is in use, which details how to contact Lyme Regis Town Council.

3.4 Clear Roles and Responsibilities. Good Governance arrangements.

Only two Lyme Regis Town Council officers are authorised to review camera footage; the town clerk and the operations manager. The town clerk, as duty holder, is responsible for the CCTV system and for day-to-day operations the operations manager reviews footage as necessary.

3.5 Must have Rules and Policy. Communicated to all users.

Lyme Regis Town Council has written this policy to detail compliance with these twelve principles.

3.6 Policy in place on information. Information deleted when not needed.

Lyme Regis Town Council has a Data Protection policy in place, complies with GDPR and is registered with the Information Commissioner's Office. CCTV camera footage is automatically overwritten every 30 days. All footage downloaded or stored is deleted when no longer needed. Footage will be released on request to the police. Footage will only be released to private individuals if the footage requested shows no other person.

3.7 Restricted Access. Clearly defined rules. Specified purpose or law enforcement.

Within Lyme Regis Town Council only the town clerk and the operations manager have access to the footage.

3.8 Consider approved standards. Maintain standards.

*Lyme Regis Town Council is committed to meet the standards set out in these guidelines and GDPR. This policy is regularly reviewed. Lyme Regis Town Council does not actively monitor the live footage and therefore does not require a licence from the Security Industry Authority (SIA) for Public Space Surveillance. **When the system is linked to the Dorchester Control Room those personnel monitoring are licenced to do so.***

3.9 Safeguards. Secure against unauthorised access.

Access points in various locations for the footage are physically and/or electronically secure. Only the town clerk and the operations manager are authorised to review footage.

3.10 Effective review and Audit mechanism. Ensure legal compliance. Regular reports.

This policy and the requirement for CCTV is reviewed every two years.

3.11 Evidential value. Legitimate Aim.

Footage requested by the police will be released.

3.12 *Supporting information. Accurate. Relevant*

Two independent consultants delivered a risk assessment, operational requirement and privacy impact assessment for the CCTV system in 2018. These are reviewed every two years in line with this policy.

4. Review

4.1 This policy and associated documents will be reviewed every two years or sooner if there are changes in legislation or best practice. The next review is due in July 2024.

Implementation Date: 17 July 2024

Review Date: July 2024



John Wright
Town clerk

DRAFT

Committee: Town Management and Highways

Date: 5 June 2024

Title: Gazebo Refurbishment

Purpose of the Report

To allow members to discuss the refurbishment of the gazebo

Recommendation

Members consider the refurbishment of the gazebo

Report

1. Following consideration by the this committee on 3 January 2024, it was resolved by Full Council on 7 February 2024 ‘to confirm the in-principle decision to remove the gazebo in the Langmoor Gardens and to leave the existing seating in situ for the time being with a suggestion to improve it in future if the budget allows.’
2. A petition was presented to Full Council on 13 March 2024 to save the gazebo from removal. A rescission motion was submitted and at an extraordinary Full Council meeting on 27 March 2024, it was resolved ‘to pass a special motion to allow the council to dispose of the motion 23/71/TMH on the gazebo in the gardens resolved by Full council on 7 February 2024.’
3. Refurbishment of the gazebo did not feature in the 2024-25 objectives or the budget-setting. Any amount spent before financial year 2025-26 would be unbudgeted expenditure.
4. Following the decision to keep the gazebo, the petition organisers, Janette Edmonds and Nigel Williams, requested a meeting with the operations manager to discuss what they would like to happen with the refurbishment project. This meeting took place at the council offices on 29 April 2024, where an action plan of requests was discussed.
 - a. A request to name the gazebo ‘The Gardens Pavilion’.
 - b. Engraving inside: “For the people of Lyme Regis to rest a while”. Perhaps in collaboration with the Boat Building Academy.
 - c. Make the gazebo a focal point for events.
We can ask events’ organisers if they will include the gazebo in their events.
 - d. Organise gardening volunteers to plant around the gazebo and support the community garden work nearby (to work with local groups and Woodroffe School).
Janette Edmonds and Nigel Williams offered to organise this.
 - e. Signage through the gardens to help with anti-social behaviour and litter to read: “Love the gardens, Leave no trace”.
 - f. Employ an extra gardener to coordinate volunteers and promote the gazebo.
Members may wish to discuss the employment of a further gardener at the Gardens Working Group for inclusion at the next HR Committee if required.
 - g. Investigate litter bin placement closer to the gazebo.

There is already a litter bin within a few metres of the gazebo.

- h. Investigate detailed costs for refurbishment for 2025-26 budget-setting.

Roger Hussey of Crickmay Stark, has been asked to look at the gazebo so we can understand the work required and approximate costings.

5. If members choose to organise the work now, it would be unbudgeted expenditure. Alternatively, members could add this to the list of projects for the 2025-26 financial year when setting the budget later this year.
6. The petition organisers have been frustrated with the lack of action to date, but the operations manager explained there was no budget in place to do the work now. Equally, as the gazebo will be largely replaced either this year unbudgeted or, if set as an objective, within the next 18 months, the maintenance team have not been tasked to repaint it other than to paint over frequent graffiti.
7. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Matt Adamson-Drage
Operations manager
May 2024

Committee: Town Management and Highways

Date: 5 June 2024

Title: Lyme Regis Proposed Speed Measures

Purpose of the Report

To update members on the 20mph speed limit application process and to allow members to consider further speed measures in Sidmouth Road

Recommendation

- a) Members consider whether to commission a further speed survey by Dorset Council in Sidmouth Road at a cost of £295.
- b) Members consider whether to purchase additional speed indicator devices for Sidmouth Road at a cost of up to £5,500 as unbudgeted expenditure in 2024-25 or to add it to the list of objectives for 2025-26

Background

1. On 4 October 2022, it was recommended by this committee 'to support the Speed Watch initiative and agree to purchase one camera for the volunteer Speed Watch team and to support, in principle, the introduction of 20mph speed limits, where possible, in Lyme Regis and instruct officers to feed back to Dorset Council. This was approved by the Full Council on 26 October 2022.
2. On 19 April 2023, this committee recommended to the Full Council, 'to conduct five potential speed indicator device site surveys at a cost of £950 from the external works' budget.' This was approved by the Full Council on 17 May 2023.
3. On 20 September 2023, this committee recommend to Full Council, 'to approve the speed survey locations as Sidmouth Road, Queens Walk, King's Way, Silver Street, Charmouth Road, and Anning Road and to add Timber Hill as an additional location, at a cost of £200 plus VAT.' This was approved by the Full Council on 25 October 2023.
4. On 14 February 2024, this committee recommended to Full Council 'to support the 20mph zone across Lyme Regis and to add Timber Hill as it falls outside the proposed zone.' This was approved by the Full Council on 13 March 2024.

Report

5. As part of the application process, the town council must provide evidence of the level of community support, so a public consultation for a 20mph limit across Lyme Regis was launched. The consultation opened on 29 April 2024 and closed on 31 May 2024.
6. The consultation was available online via Survey Monkey and was advertised on the council's social media channels and community noticeboards, on the council website, via the community and business briefings, and via a special leaflet delivered to properties in the DT7 3 area. Hard copies were also made available at the council offices and other places in the town.
7. There have been reports from some members that some of the leaflets have not been delivered to some residents but it has not been possible to trace exactly which addresses are affected. Royal Mail could only investigate if given specific addresses and this information is being provided.

8. It is intended to take a report to the Full Council meeting on 17 July 2024 to allow members to consider the results of the public consultation and the application for the 20mph speed limit.
9. As part of the 20mph limit application process, Dorset Council carried out the specified speed surveys on Sidmouth Road, Queens Walk, King's Way, Silver Street, Charmouth Road, Anning Road and Timber Hill. The surveys indicated the majority of the areas currently conform to speed regulations and would be eligible for a 20mph speed limit.
10. Data collected by other means, for example Speedwatch and via the speed indicator device, has shown that speed limits are generally adhered to across the town.
11. The Dorset Council Road Safety Team have suggested that a further speed indicator device (SID) either side of the road near the Coastguard HQ may be a part solution to any issues of speeding on Sidmouth Road but a further speed survey would need to be conducted, costing £295.
12. The council's existing SID is already used over three sites and for up to three further sites on Sidmouth Road, a second SID, plus poles and solar panels, would need to be purchased. A SID costs c.£3,000, posts cost c.£500 each, and solar panels cost c.£350 each; a total of £5,550 for the potential three sites. If agreed, this expenditure would either need to be added to the objectives for 2025-26 or be unbudgeted expenditure in 2024-25.
13. Due to public complaints about dangerous parking on Sidmouth Road, a traffic regulation order (TRO) has already been applied for to introduce parking restrictions, such as double yellow lines¹. However, the public should be encouraged to report concerns and near misses to Dorset Council and/or Dorset Road Safe to provide evidence of the need for better road safety.
14. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Matt Adamson-Drage
Operations manager
June 2024

¹ TROs have also been applied for, for the junctions of Clappentail Lane/Uplyme Road and Springhill Gardens/Roman Road.

Committee: Town Management and Highways

Date: 5 June 2024

Title: RNLI Parking Request

Purpose of the Report

To allow members to discuss a request for parking from the local RNLI station management team

Recommendation

Members consider the request for parking from the local RNLI station management team

Report

1. The volunteer RNLI Lyme Regis lifeboat crew meet for training weekly on Tuesday evenings from 5pm to 11pm.
2. Dorset Council's harbourmaster provides seven car parking spaces for free for the RNLI crew's sole use next to the lifeboat slipway. These have been limited by the introduction of a shipping container to house harbour items while the new harbourmaster store is built. Further ad hoc free parking for volunteers on the slipway has been limited by the introduction of car parking charges at the harbour.
3. The volunteer crew would like to be able to use Monmouth/Cabanya car park free of charge on Tuesday training nights only, in addition to the Dorset Council provision on the slipway.
4. If the council was to approve this request, matching the Dorset Council provision, seven physical permits could be issued for RNLI volunteer personnel to display in their windscreens.
5. Other organisations located in the vicinity of Monmouth/Cabanya car park have arrangements in place to pay for their parking spaces through lease agreements with the council. The council, however, may wish to make a special case of the RNLI in this free provision as its training supports HM Coastguard in providing an emergency service.
6. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Matt Adamson-Drage
Operations manager (and Lyme Regis RNLI Launch Authority)
June 2024

Committee: Town Management and Highways

Date: 5 June 2024

Title: Marine Parade Shelters' Roof Glass Panels

Purpose of the Report

To allow members to discuss replacing glass panels in the roof of the Marine Parade Shelters

Recommendation

Members consider replacing glass panels in the roof of the Marine Parade Shelters

Report

1. Two of the glass panels on the roof of Marine Parade Shelters have been broken. These are the horizontal panels which provide light to the performance and market areas. The operations manager discovered these during a recent routine inspection.
2. Wilde Ltd, the original supplier of this glass, has quoted £2,972.78 + VAT for their replacement, including fitting. In the past we have returned to this supplier as they supplied the original glass, have the correct detailed specification and can install. Others we have approached in the past could only supply and not install.
3. This would be unbudgeted expenditure.
4. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Matt Adamson-Drage
Operations manager
June 2024

Committee: Town Management and Highways

Date: 5 June 2024

Title: Bowls Club Advertising

Purpose of the Report

To allow members to discuss a request for advertising on the bowls club wall

Recommendation

Members consider a request for advertising on the bowls club wall

Report

1. As the landlord of the bowls club, the council has been approached by the club to ask if they can place advertising on the inside of their perimeter wall.
2. The club is looking at ways to strengthen its financial position and one of the ways of achieving this is to introduce limited advertising. The display boards would be internal facing and would not exceed the height of the boundary walls or fencing.
3. The club has taken advice and believes this proposal does not require planning permission. The club also believes the proposal would not be in breach of any of the covenants and restrictions within the lease.
4. However, clause 12.1 of the lease states: *“The tenant must not do anything in or outside of the property that might cause nuisance, damage or annoyance to the Council or others.”*
5. As such, the club is seeking permission from the council to install the boards.
6. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Matt Adamson-Drage
Operations manager
May 2024

Committee: Town Management and Highways

Date: 5 June 2024

Title: Candles on the Cobb Management Committee

Purpose of the Report

To allow members to consider setting up a committee for the management of the Candles on the Cobb Pavilion

Recommendation

Members approve the setting up of a committee for the management of the Candles on the Cobb Pavilion

Background

1. A report was brought to this committee on 3 January 2024 to bring to the council's attention the history of Candles on the Cobb Pavilion and pending repairs, to detail the pavilion's use by organisations, and to consider the governance of these relationships.
2. Following a recommendation from this committee, it was resolved by the Full Council on 7 February 2024 that:
 - the Guidelines for Future Support relating to the Candles on the Cobb Pavilion is replaced with a more detailed management agreement that oversees the use of the pavilion and any agreement should be supported by an oversight mechanism, such as an annual report to a council committee, and a management mechanism to ensure routine inspections and repairs are undertaken.
 - the use of the Candes on the Cobb Pavilion is broadened by actively promoting its use in the community.
 - the use of electricity at the Candles on the Cobb Pavilion is capped and any additional cost above that cap is met by pavilion users.
 - the council should seek engagement with a voluntary group to assist with the management of the building.

Report

3. Members are now asked to approve the setting up of a committee for the management of the building, as per the council resolution.
4. It is suggested membership of the committee includes the council's recently appointed representative Cllr P. Evans, a representative from Lyme Regis Youth Football, a representative from the original Candles on the Cobb Pavilion group, and to seek one other member from the local community. As the building was originally intended to be used by St Michael's Primary School, although they don't currently use it, a representative from the school should be invited to attend. The committee will also be served by an officer of the council.
5. If other groups use the building in future, they can be invited to join the committee.
6. It is suggested the group meets six-monthly or quarterly but the terms of reference can be formulated at the first meeting and brought back to the council for approval, via this committee.

7. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

John Wright
Town clerk
June 2024

Complaints and Incidents Summary – 22 March 2024 to 28 May 2024

Members are asked to approach staff in advance of the meeting if they wish for further details of any compliment or complaint.

Complaints and incidents dealt with by LRTC

No.	Date	Incident?	Where?	When did it occur/when noticed?	Item reported to	LRTC action
175	19.03.24	<p>I write to you as a dog owner and lover about the new rules for dogs on Lyme Regis Sanduy beach. We love dogs, we have 6 dogs and we are very supportive of making the world a dog friendly place. However, the beach at Lyme has now become unusable and unfriendly to everyone except dog owners. We are at Lyme everyday for swimming and walking and have been very aware of the change in how the beach is used by people since the change in rules about dogs.</p> <p>On a daily basis we see owners allow their dogs to foul on the beach without picking up. Sometimes this is unintentional, often dog owners gather on the beach for conversation whilst their dogs are off lead and are not even aware that their dog has fouled on the beach.</p> <p>Older people who used to swim on a daily basis are now too scared to walk the beach to and from the sea as dogs off lead run and jump at them. We have seen an older lady knocked down by a huge dog that jumped at her as she walked out of the sea.</p> <p>Children are stepping in dog excrement and having to be cautious of playing due to the</p>	Beaches	Ongoing	Operations Manager	Added to the specific “Dog Complaints” log, ready to forward onto DC.

		<p>amount of dogs that are running off lead.</p> <p>I completely understand that the intention of changing the rules about dogs on the beach is to be inclusive and attract more people to spend time there, but it has actually had the complete opposite effect. The only people that the beach is now safe or enjoyable for is the dogs and their owners, everyone else has been negatively impacted. The beach is small and having lots of dogs running off lead, urinating and fouling has quickly made the beach undesirable, unclean and unsafe for everyone.</p> <p>I ask kindly that you take into consideration all the other users of this beautiful bay and return to a policy that enforces a dogs on lead rule on the beach. It is a lovely place to walk a dog but having all dogs off lead has turned it into a dog park. Swimmers, children, old age pensioners and indeed everyone else should be allowed to enjoy visiting Lyme Regis beach. A dog on a lead cannot jump up at, scare or chase people, a dog on a lead also keeps the owners aware of when the dog is fouling so that they are sure to pick it up.</p> <p>Monmouth Beach, Church Beach and East Cliff Beach offer wonderful dog playing/running areas, Sandy beach should remain safe and clean for everyone else by keeping dogs on leads on it.</p> <p>Thank you for taking the time to read this, I look forward to hearing from you and sincerely hope that you are aware of and able to see that making Lyme Regis Sandy beach a dog running/exercise off lead place has had a huge impact on everyone else. Dogs on leads please!</p>				
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176	From March 6 2024 - present	<p>Hello,</p> <p>I am writing to complain about dogs being allowed on the main (Sandy) beach in Lyme Regis. This is a small beach and it is just not suitable for the large number of dogs, running off lead (some at great speed), urinating and defecating (not all dog owners are responsible) close to families wanting to enjoy the beach. Please would you register these 3 complaints. All on different days. Each time I had taken my young grandchildren to build sandcastles and watch the waves.</p> <p>Complaint 1:</p> <p>4 or 5 dogs were chasing balls being thrown by a “ball thrower”, with the ball going quite a distance, along the shore. After the 3 year old with me was nearly knocked over on more than one occasion, I politely asked the thrower if she could throw the ball away from the children as the dogs were unnerving my grandson. The woman told me to f*** off and turned her back on me.</p> <p>Complaint 2:</p> <p>This happened late last year. Sitting on the low wall next to the sandy beach with 2 small children and their buckets and spades, a woman with a dog walked by. She was on the parade side and her dog was on the beach. It urinated by their sandcastle. She was on her phone and totally oblivious to this.</p> <p>Complaint 3:</p> <p>Three days ago I was on the beach with a 2 and</p>	Beach	Ongoing	Operations Manager	Added to the specific “Dog Complaints” log, ready to forward onto DC.
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		<p>3 year old. The 2 year old was holding my hand as we walked down to see the waves. A gentleman had his small dog on a long lead. Another dog ran yapping towards it in excitement. The consequence was that my grandson and I nearly tripped over the lead while the owners laughed at their dogs greeting each other. They were totally oblivious to us. It was all a bit chaotic and the little one was clearly startled by the speed and noise of the dogs.</p> <p>I am not a dog owner but I do love dogs. What I do not like is a small beach being used to exercise dogs. It is frightening for little children, unhygienic and unnecessary. There are many other places to exercise dogs. Lyme Regis Sandy beach should not be one of them. I appreciate that they will not be allowed on for the summer months although I am not sure all dog owners can read the signs saying this.</p>				
177	19.04.24	<p>Hi im emailing in , sitting here in tears , after what could have been a horrific dog attack on my dog and a verbal argument between me and the owner . My dog , on his lead after a previous attack, were walking the hayden lane route when a lady , dog off its lead, dog ran started jumping all over my dog , growling, I started pulling my do away and was verbally abused by the women saying her dog is a puppy and its my dogs fault, my dog on a lead under control. The dog didnt listen to her at all, she finally put it on a lead all the while verbally abusing me . After heading towards home down near north avenue she drop past me , verbally abusing me again and sticking her fingers up to me . Brand new grey color tesla wj73 was all i</p>	Haye Lane, middle mill		Operations Manager	Added to the specific “Dog Complaints” log, ready to forward onto DC.

		<p>got of the number plate. This is the second time since the beginning of the year my dog has been gone for by a dog off its lead . What is the law re dogs off lead in public spaces? My dog and myself are really distressed and the amount off dogs off lead in lyme is ridiculous and dangerous not to mention a major increase in dog poo everywhere in lyme since the beginning of the year.</p> <p>If this could please be passed on to the people doing the consultation about dogs off lead down the front id also appreciate it.</p> <p>Thanks to the nice lady who spoke to me on the phone a while ago and helped to calm me down and make sure i was ok after the incident.</p> <p>Thanks</p>				
178	23.04.24	<p>Dear Councillors,</p> <p>I wish to voice my very strong objection to the presence of dogs on the main sandy beach in Lyme Regis. This recent fine weekend I have observed a large number of dogs running around on a beach crowded with small children. The two are not compatible and Lyme Regis is a family destination and the sandy beach is popular with small children all through the year. Surely it makes total sense to dedicate this beach, year round, to children? Particularly when dogs can be exercised and enjoy Monmouth Beach and the other beaches. Unfortunately we live at a time when specific interest groups are well organised and able to make disproportionately large claims for their agendas, often disadvantaging the silent majority. I suspect this explains why councils give in and, in this case, allow dogs on the only</p>	Sandy beach	Ongoing	Operations Manager	Added to the specific "Dog Complaints" log, ready to forward onto DC.

		beach where children can play in the sand. I am a pensioner with no axe to grind. I have no problem with dogs but I can very clearly see that this beach should be reserved for children without fear of intimidation or becoming ill through contact with dog excreta.				
179	29.04.24	Complaints about the dogs running free on the beach especially over Easter when children were playing on the sand. Cases of dogs urinating on their sand castles, chasing their footballs and jumping up at them when they were running around and frightening them.	Sandy Beach	Ongoing	Operations Manager	Added to the specific "Dog Complaints" log, ready to forward onto DC.
180	29.04.24	Complaints about the state of the Dorset Council Toilets (Monmouth Beach & Cobb Arms). Toilets were very dirty and closed when they should have been opened. In contrast nothing but praise for our toilets.	DC Toilets		Operations Manager	Front desk staff contacted the waste services manager at Dorset Council directly, who was aware of the situation and opened the toilets as soon as possible.
181	18.05.24	I was terribly disappointed today at the state of the cob road today. I have not visited lyme for many years though as a child i spent so many days there visiting my Grandfather. It is my birthday and i brought my own children to visit. We wanted to visit the Aquarium but as a wheelchair user it was so difficult to navigate the flooring from the start of the cob to the aquarium.it looked like after a short way out would flatten out. And it did, until about 2/3rd of the way along where it became impossible. We were nearly at the aquarium and then the front wheel got caught between two cobble tupe rocks and i was catapulted on to the floor. And in dong this broke my front wheelchair wheel. It is now unusable and i will need to get the front wheel fixed. This has left me with out a way to get out and about as i csn mot walk any distance with out a whole lot of pain. Surely you should provide a wheelchair accessinle path aroind the cob. I can understanf it may be	The Cobb		Operations Manager	Emailed back to empathize with the injury and upset. Advised the Cobb falls under Dorset Council remit and send contact details of the Harbour Master.

		<p>difficult but surely you could have a wheelchair friendly path round the cob. There are no signs warning that it is not suitable for wheelchairs and that would discriminate against us. I was forced to walk behind my wheel chair to get back from the aquarium to the regular road and then my daughter had to pull the wheelchair backwards, back to the car. I am now in a lot of pain. Will you be able to help me pay to get my wheelchair wheel fixed please? Also you should consider making the cob wheelchair accessible.</p>				
182	24.05.24	<p>Dear Lyme Regis council, Thank you for an outstanding holiday. The community was clean and beautiful and friendly. I will come again. I had to go to the council offices once and your staff were helpful and got me out of a fix. I am only feeding this back to you (as a complaint) because you can enhance future visits to your resort and help others. I searched at length for a suitable car park which would enable an overnight stay. I found and paid for a parking ticket in the Woodmead long stay car park with the " just park" app because on three machines the permit button didn't work. I followed the QR code. Pressed Woodmead and got a confirmation text immediately to say that it was confirmed. I merrily went on my way. Day after that there was a parking ticket on my car. I felt embarrassed, angry and begrudging of the time and effort I now needed to spend to try and find out what had happened out of my holiday time. Turns out I had paid for a Woodmead street private car space. My complaint is: You need to have those machines working properly when you press permit button. You need to warn people that "just park" is an independent app not a council one as this leads to the expectation "I'm safe and I've paid" with the council. You need to provide more "signage" to</p>	Woodmead car park		Operations Manager	<p>Customer came into the office to explain situation at the front desk. Staff were advised to take payment for the 3 day permit the customer thought they had paid for which meant the fine could be waived. Staff then advised the customer to contact Justpark to request a refund for the accidental parking that had been purchased at a parking space on Woodmead road.</p>

		<p>streamline this Lyme Regis parking problem.</p> <p>The apartment I stayed in will get a worse review as a knock-on effect because they didn't have parking. So, I was pleased that the council office ladies gave me a letter to approach "just park" people with and I'm hopeful of perhaps some refund but my complaint to you stands. What do you think about this trap that I know many people apart from myself have fallen into at Lyme Regis?</p>				
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Complaints and incidents dealt with by Dorset Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
	28.05.24	There are approximately 150 issues around the town that have been logged by LRTC staff, that will be logged with DC in due course.	All around the town.			
01	29.05.24	Loose/tipped manhole cover in pavement	opposite Timber Hill junction	Reported to front desk 29.05.24	Dorset Council	1255075

Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
	17.05.24	<p>Dear Mark (Bunjee),</p> <p>I am emailing you as I am sure you will remember we met in August of last year when you so kindly spent a great amount of time lovingly clearing and tidying my great aunts' grave, 'Hilda Butcher' who lived in Hill Road and was district nurse in Lyme during the 2nd world war, and who sadly died in 1945 from a brain tumor at the age of just 32. She was also very good friends with 'Sid' who had the aquarium on the Cobb!</p> <p>My mother was thrilled when I showed her the</p>	Cemetery	Operations Manager	Shared with relevant staff member

	<p>photo's of the fantastic transformation to the grave, and your kindness and hard work will always be remembered, we are so very grateful.</p> <p>Hilda was my mother's aunt, and my mother spent much of her time there in Lyme during the war years and has many fond memories, as did I as a child in the 1970's and have continued into adult life... As such, Lyme had become a special place for us.</p> <p>My mother is sadly terminally ill with cancer, and is not now strong enough to travel to Lyme from Hampshire, but she would dearly like to have some flowers placed on her aunt Hilda's grave, and I would like to ask if you would please do this for us if we arrange for some flowers to be delivered to the town council offices there in Lyme?</p> <p>I am unsure if I will myself get to visit Lyme this year. I was hoping to come and clean the head stone, but we will see! I expect the miniature rose that I popped onto the grave had now perished.</p> <p>I very much look forward to hearing from you and I hope that you are well.</p> <p>Kind regards & warm wishes</p>			
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