



John Wright
Town Clerk

Lyme Regis Town Council

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Town Management and and Highways Committee

Core Membership: Cllr M. Ellis (chairman), Cllr G. Caddy (vice-chairman), Cllr C. Aldridge, Cllr S. Cockerell, Cllr P. Evans, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, 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 18 September 2024** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
13.09.24

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 any apologies and reasons for absence

3. **Minutes**

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 5 June 2024 (attached)

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 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

7. Update Report

To inform members about progress on significant works and issues

8. Town Management and Highways 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 town management and highways' 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. Emergency Planning Procedure Review

To review the Emergency Planning Procedure

11. A Member Request to Join the Travel and Transport Working Group

To allow the committee to consider a request from Cllr John Trevena to join the travel and transport working group

12. Local Heritage List and Lynch Safety Issues

To inform members about the inclusion of various local assets in a 'Local Heritage List' being compiled by Dorset Council and to consider whether to support, in principle, the installation by Dorset Council of heritage railings along the river side of the Lynch as a pedestrian safety measure

13. The Gazebo

To allow members to consider the actions undertaken by the town clerk regarding the gazebo and to approve the name, The Garden Pavilion, and the inscription, 'For the people of Lyme Regis to rest a while', which have been proposed by Janette Edmonds and Nigel Williams

14. 20mph Speed Limit Proposals

To inform members about recent discussions with Dorset Council officers about the possible introduction of a 20mph speed limit in Lyme Regis and to seek member instructions about the submission of an application for such a limit

15. Installation of Communication Boards in Play Areas

To inform members about the intended installation of 'Communication Boards' at the Anning Road and Henrys Way play areas

16. Cobb Road Closure

To inform members of the latest National Grid proposal for routing a cable to its sub-station adjacent to Monmouth Beach toilets

17. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 29 May and 13 September 2024

18. Chalet and Day Hut Sites at Monmouth Beach

To inform members about ongoing issues with two sites at Monmouth Beach and to seek members' instructions

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

19. 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 18 – Chalet and Day Hut Sites at Monmouth Beach

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 5 JUNE 2024

Present

Chairman: Cllr M. Ellis

Members: Cllr B. Bawden, Cllr G. Caddy, Cllr P. Evans, Cllr P. May, Cllr C. Prichard, Cllr C. Reynolds, Cllr G. Turner

Officers: M. Adamson-Drage (operating manager) M. Green (deputy town clerk), A. Mullins (support services manager), AK Mullins (property and projects assistant)

24/01/TMH Election of Chairman and Vice-Chairman

It was proposed by Cllr C. Reynolds and seconded by Cllr P. Evans that Cllr M. Ellis is chairman of the Town Management and Highways Committee.

It was proposed by Cllr G. Turner and seconded by Cllr C. Prichard that Cllr P. May is chairman of the Town Management and Highways Committee.

Cllr M. Ellis was duly **ELECTED** as chairman.

It was proposed by P. May and seconded by Cllr C. Prichard that Cllr C. Aldridge is vice-chairman of the Town Management and Highways Committee.

It was proposed by Cllr C. Reynolds and seconded by Cllr P. Evans that Cllr G. Caddy is vice-chairman of the Town Management and Highways Committee.

Cllr G. Caddy was duly **ELECTED** as vice-chairman.

24/02/TMH Terms of Reference

Proposed by Cllr P. Evans and seconded by Cllr C. Reynolds, the committee's terms of reference were **RECEIVED**.

24/03/TMH Public Forum**N. Russell**

N. Russell spoke in relation to agenda item 14, Lyme Regis Proposed Speed Measures and thanked the council and the Dorset Council ward member for addressing traffic issues. She said concerns raised previously about increased footfall on Timber Hill because of the new affordable housing were now a reality, with families with young children walking on a road with no footpaths, speeding traffic and children skateboarding and roller-skating down. The road had limited visibility and was narrowed by hedges. A survey in 2020 showed 300+ cars daily, travelling an average of 38mph down and 34mph up. The re-routing of the coastal path and Covid had led to an increase in walkers, the road was used as a rat run, the park and ride had increased the number of buses using Charmouth Road and the number of cars using Timber Hill to avoid them. She said Timber Hill residents would like to see considered recommendations but asked that this led to action.

J. Edmonds

J. Edmonds spoke in relation to agenda item 13, Gazebo Refurbishment. She thanked the operations manager for his help so far on this issue. She said there were lots of cigarette ends in the gazebo and asked if they could be cleared up. She asked if the refurbishment of the gazebo could be paid for in the current year's budget. She said it was good to have the guttering cleared and graffiti scrubbed off.

N. Williams

N. Williams also spoke in relation to agenda item 13, Gazebo Refurbishment. He said they would like to see as much action as possible this year and leaving it would cost on everyone's part. He said they would keep pressing. He said they were engaging with the many local events to use the gazebo but a lot more needed to come from the council.

24/04/TMH Apologies

Cllr C. Aldridge – prior engagement
Cllr S. Cockerell – family commitment
Cllr D. Ruffle – family commitment
Cllr G. Stammers – family commitment
Cllr J. Trevena – holiday

24/05/TMH Minutes

Proposed by Cllr P. Evans and seconded by Cllr C. Reynolds, the minutes of the previous meeting held on 3 April 2024 were **ADOPTED**.

24/06/TMH Disclosable Pecuniary Interests

There were none.

24/07/TMH Dispensations

There were none.

24/08/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 3 April 2024

MUGA at Anning Road Playing Field

The deputy town clerk said due to further pipes being found across the field and the youth football's request to re-size the pitch to U13 league standards, officers were looking at moving the location of the MUGA to just below the play area. He said a more detailed report would be taken to the Full Council meeting on 17 July 2024.

The deputy town clerk said the proposed new location would mean it was closer to the flats at Pooles Court, but fewer properties would be affected overall. It was proposed to replace the catch netting with something far less intrusive so the situation may be improved for those residents.

Jubilee Pavilion roof works

The property and projects assistant said the contractors were due to be on site the following morning and were expected to be finished by 7 June 2024, although they

would work on the weekend if not. The stonework would be started on 10 June 2024 and completed by 15 June 2024.

24/09/TMH Update Report

Park and ride 2024

The deputy town clerk said he was investigating a pay to park model but providing free travel on a park and ride service may be deemed to be anticompetitive and could generate complaints from other bus operators.

CCTV

The deputy town clerk said the town council's Planning Committee had recommended approval of the skatepark camera and mast and as Dorset Council (DC) was the landowner, the application would be considered by DC's Planning Committee on 20 June 2024. He said the planning officer was intending to recommend approval, but he was awaiting confirmation of this.

24/10/TMH Town Management and Highways Committee – Objectives

Members noted the report.

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

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs C. Aldridge, S. Cockerell, P. May, B. Bawden, G. Caddy and M. Ellis to the Traffic and Travel Strategy Working Group.

24/12/TMH Lyme Regis Proposed Speed Measures

The chairman agreed to bring this item forward on the agenda.

A member suggested speed bumps were installed or yellow lines were extended along Sidmouth Road to prevent parking. However, it was noted a traffic regulation order (TRO) request had already been made to DC for double yellow lines and speed humps would cost more and were no longer favoured, so were less likely to be implemented.

Some members were concerned about approving unbudgeted expenditure for the proposed speed survey and additional speed indicator devices, although it was noted there was £10,000 in the 2024-25 budget to implement recommendations from the Traffic and Travel Strategy Working Group, so this could fall under that.

Members discussed whether this should go to the working group, to make a recommendation to this committee, but officers advised this was not necessary.

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to use some of the budget set aside for recommendations from the Traffic and Travel Strategy Working Group to fund additional speed indicator devices for Sidmouth Road at a cost of up to £5,500 and a further speed survey by Dorset Council in Sidmouth Road at a cost of £295, and if necessary, to refer this back to the working group.

24/13/TMH CCTV Policy and Documents Review

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the CCTV policy and documents.

24/14/TMH Gazebo Refurbishment

The operations manager said broad costings had been obtained for the refurbishment of the gazebo, at £22,000 or £29-30,000, depending on the level of work required. The refurbishment would involve either removing the rear and side panels and leaving it as an open structure or repairing it 'as was'. He said this would require specialist carpentry work so it couldn't be carried out by the council's own workforce.

It was proposed by Cllr G. Caddy to demolish the gazebo and to build a house made of cob.

It was pointed out the council had previously reversed its decision to demolish the gazebo so this proposal could not go forward.

There was concern from some members about employing an extra gardener to look after the gazebo and the surrounding area and whether they would be responsible for policing the use of the gazebo, as existing staff had received abuse in the past.

The operations manager said employing an extra gardener was a suggestion from the community group and this hadn't been agreed by the council.

It was suggested officers could obtain further quotes for the refurbishment of the gazebo and in the meantime, it should be spruced up by the council's external works' team.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to ask officers to obtain further quotes for the replacement and removal of the rear and side panels of the gazebo, and to also investigate a structure made of cob.

24/15/TMH RNLI Parking Request

It was suggested that as most of the volunteers were likely to be Lyme Regis residents, they would already have residents' parking permits and therefore wouldn't require additional permits.

Cllr B. Bawden left the meeting at 7.57pm.

The operations manager said most of the volunteers were Lyme Regis residents, but some were not, although they could probably park on the slipway.

It was agreed the request could be brought back to the committee if it needed further consideration.

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

It was suggested the panels could be filled in, instead of being replaced, although it was pointed out that quotes for the filling in of the glass eye with polycarbonate had been very expensive, hence its ultimate replacement with concrete.

As it was a potential health and safety concern, members felt they shouldn't wait until next year's budget to replace the panels.

Proposed by Cllr G. Turner and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to replace glass panels in the roof of the Marine Parade Shelters as unbudgeted expenditure in 2024-25 due to health and safety concerns.

24/17/TMH **Bowls' Club Advertising**

Proposed by Cllr P. Evans and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request for advertising on the bowls club wall.

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

It was noted that although the original agreement for the building said the council would meet all costs of the building, as electricity costs had recently increased, Lyme Regis Football Club had met half of the bill.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the setting up of a committee for the management of the Candles on the Cobb Pavilion, to include the council's appointed representative Cllr P. Evans, a representative from Lyme Regis Youth Football, a representative from the original Candles on the Cobb Pavilion group, and to seek one other member from the local community; to invite a representative from St Michael's Primary School to attend; and for the committee to be served by an officer of the council.

24/19/TMH **Complaints, Incidents and Compliments**

Members noted the report.

24/20/TMH **Outdoor Gym Equipment**

Proposed by Cllr M. Ellis 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.

24/21/TMH **Harbour Store Tenders**

Proposed by Cllr M. Ellis 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.

24/22/TMH **Exempt Business**

a) **Outdoor Gym Equipment**

A member asked if the equipment would function properly in the sea air.

The operations manager said the equipment would come with a warranty, but it would be a reduced warranty because of how close it was to the sea.

A member asked if planning permission would be required for the equipment.

The deputy town clerk said it was likely to be permitted development as a local authority, but he wouldn't rule out planning permission being required. He would check this.

Proposed by Cllr C. Reynolds and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the quote from Fresh Air Fitness for the installation of outdoor gym equipment.

b) Harbour Store Tenders

The deputy town clerk said there was a significant difference in the programme and start date between the two lowest tenderers and completing the works earlier could have several potential benefits. He suggested officers went back to the two companies to ask for suggestions on further cost savings and clarification about radon, as additional groundworks may be required if this was a development that required radon mitigation measures.

The deputy town clerk said he believed both quotes could be brought closer to the council's approved budget of £125,000. He suggested a further report was taken to the Full Council meeting on 17 July 2024 for a final decision.

Members agreed with the suggested course of action and supported the potential benefits of an earlier start date and shorter programme of works.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to have further discussions about the Harbour Store with the two lowest tenderers and to take a report to the Full Council on 17 July 2024 for a final decision.

The meeting closed at 8.23pm.

Committee: Town Management and Highways

Date: 18 September 2024

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 5 June 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

24/08/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 3 April 2024

Jubilee Pavilion roof works

The works were completed during the summer and there have been no subsequent reports of any water ingress. Although well behind programme due to repeated delays as a result of poor weather, the works were completed for less than the originally approved budget.

24/09/TMH – Update Report

Park and Ride 2024

Following the grant of planning permission for improved on-site facilities, discussions have taken place with the landowner and his initial intention is to install the new access and egress arrangements in the first instance, over the coming winter period. Other works will probably be undertaken over the following winter period.

Passenger data and final costs for 2024 have not yet been received from First but are expected shortly. The intention is to report those figures to the 9 October meeting of the Strategy and Finance Committee, if available.

CCTV

Five cameras have now been installed and are active, including the one at the Baptist Church. Planning permission for the planned sixth camera at the skatepark site has been granted but no works can progress until a legal agreement has been reached with Dorset Council about siting the camera and pole on their land. This has all been agreed in principle but has been delayed within their property team for months.

This final camera will be solar powered, saving about £7k on the originally planned new cabled supply from Charmouth Road.

Although a meeting eventually took place in April 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 was provided almost immediately to enable the connection and monitoring to be specified and costed, nothing further has been heard from either BT or Dorset Council, despite several chasing emails and calls.

The matter has been escalated to try and achieve some progress.

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

A discussion did take place on 12 September with Dorset Council about resolving the legal and property issues and any further information will be reported verbally at the meeting.

24/12/TMH – Lyme Regis Proposed Speed Measures

As instructed by members, the speed indicator device has been ordered but is on a long lead time and is unlikely to be delivered for some weeks. Dorset Council has quoted for the necessary pole and its installation and an instruction to proceed (at a cost of £477+ VAT) has been issued. The work is likely to be done in approximately one month.

24/13/TMH – CCTV Policy and Documents Review

The updated policy has been published on the council website.

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

The panels have been ordered and fitting is imminent.

24/20/TMH – Outdoor Gym Equipment

The equipment has been ordered and a deposit paid. A site visit with the supplier is taking place w/c 16 September 2024 and installation will take place w/c 7 October 2024.

24/21/TMH – Harbour Store Tenders

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

Works are progressing well to date, the roof has already been stripped and re-battened, PV panels installed, door and window openings formed and planned work to the floor is well underway. Two unexpected metal pipes have been unearthed beneath the floor but these will not impact on either the build programme or overall project costs.

The results of the Radon testing have proved 'negative', so some minor savings of around £1,200 can be made by avoiding the impermeable membrane and ventilation otherwise required. In addition, about £7,000 has been saved by changes to the specification for the roof-mounted PV system.

Works to date are on programme for the planned early November completion. Members will be invited to view the completed building.

Mark Green
Deputy town clerk
September 2024

Committee: Town Management and Highways

Date: 18 September 2024

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Lengthsman inspections

As previously reported, 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 reminded to report any defects to DC online or telephone the front desk.

Accreted Land/Lease/Harbour

The matter still remains with Dorset Council's property team who have not yet confirmed their approval of the lease terms agreed between this council and Dorset Council's head of environment and wellbeing. As a result of this delay in confirmation, the rent for the current year has not yet been paid and the matter is now being reported and pursued as a debt in the usual way.

A detailed discussion took place with a member of staff in Dorset Council's property team on 12 September and it is quite clear that this matter is unlikely to be fully resolved very quickly, although some progress has been made in agreeing how the matter will be taken forwards.

Any further verbal update will be provided at the meeting.

Property and projects assistant

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, the replacement amenities hut and the harbour store.

Seafront and Monmouth Beach Waste Bins

The idea of installing 'compactor' bins on the seafront to increase waste capacity and/or reduce the number of collections required has been discussed with Dorset Waste. Several practical objections have been raised based on experience in other seaside resorts, including, most locally, in Swanage. Primarily, the type of food packaging typically used tends to jam the compactor mechanism, leading to frequent faults. In addition, the bins require the use of a larger waste collection vehicle capable of dealing with the 240Ltr bins typically used. This size of vehicle is not compatible with a crowded seafront location.

In the circumstances, the idea will not be pursued further, for the time being at least.

In addition, there have been problems with overflowing bins at Monmouth Beach and in the Monmouth Beach (bowls club) car parks.

The primary problem is that commercial or unsorted waste is being dumped in the large 1100Ltr recycling bins provided in these locations. This leads to Dorset Waste refusing to collect the 'contaminated' waste and the bins are then left unemptied until the next general waste collection, which may not be for two weeks or more. As a result, complaints are received about overflowing waste and smells.

This problem is NOT caused by Dorset Waste, it is the result of the misuse of the bins, which are intended primarily for use by chalet, day hut and caravan owners, but which are misused by many others, including the dumping of trade waste. Attempts to secure the bins with combination locks and other means have proved unsuccessful, with locks and chains simply cut off.

In the circumstances, the only practical and pragmatic solution is to swap the recycling bins for general waste bins, which will be collected in any event. This will result in a small additional cost to the council of about £18 per bin per fortnight, about £1,000 p.a. in total.

A35 Signage

Discussions have taken place with Highways England about the possibility of changed/improved signage to and from the A35 so as to better direct visitors into town via the most appropriate route which minimises unnecessary cross-town vehicle movements.

Whilst there was an appreciation and understanding of the aim, it was made clear that any initiative needed to be led by the relevant highway authorities, i.e., Devon County Council and Dorset Council.

Attempts to move the matter forwards have not been successful to date, but officers will endeavour to make further progress.

Garden path trial works

The trial works have now been completed by the agreed contractor, HC Lewis at a cost of approximately £6k+VAT for a 25m length. The works have been undertaken using consolidated and coloured gravel as shown in the photo below.

About 300m of paths remain to be resurfaced. The intention is to leave the trial section over the coming winter to establish how it weathers and wears during rain and frost. Its performance can then be assessed in the spring with a view to then deciding whether to use the same material more widely or whether some changes to specification are required.

Peter Chapman has been asked to consider a suitable specification for the remaining paths and his initial view is that the consolidated gravel surface may not be suitable for all locations with, perhaps, up to half of the remaining length requiring a different approach. He is looking at this in more detail and will provide a costed report which may be required to help inform the budget and objective setting process.

To date, about £90k of the already approved £100k remains unspent.



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 higher levels behind 'top road'. Further works may be required on Western Beach to safeguard the western-most day huts.

The most recent ground monitoring will be undertaken later this month and the results analysed by geotechnical engineer Peter Chapman, before being reported to the November meeting of this committee.

A retrospective application for consent for the works undertaken to date has not yet been submitted to Natural England because this has avoided the submission of multiple minor and individual applications.

It is possible that much more significant works will be required to remove more 'spoil' above 'top road'. The concern is that, unless more capacity is created, any further slippages could cross the road and impact the chalets along Ware Cliff more directly. This will be addressed in the report to the November meeting, but may also need to be considered through the 2025-26 objective and budget-setting process to ensure adequate financial provision is set aside.

The challenges involved in removing larger amounts of spoil off-site are considerable, including timing, general logistics and how best to get large numbers of large vehicles to and from the site. The ability to deposit more material on-site is very limited.

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 now been completed and then tender specification and documentation prepared. This has resulted in a considerable increase in the estimated total costs of the project. Given the updated cost estimate, the project may also need to be considered through the 2025-26 objective and budget-setting process and a detailed report will be taken to the 9 October meeting of the Strategy and Finance committee. .

Other problems previously reported at the lower (steps) Hill Road end of the car park have been dealt with by cleansing and unblocking outfalls. There remain some more fundamental issues with the design of the drains and connections in this part of the site which may need to be addressed through the wider works.

Perimeter wall – Churchyard

Progress with this project has been much slower than anticipated. The relevant Party Wall Act notices have been served on adjacent owners, but the Diocesan Registrar now appears to be involved in the process.

An urgent discussion is being sought with the surveyor dealing with the works and any verbal update will be provided at the meeting.

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.

Cemetery Lodge

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

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

Minor changes to the initial specification are likely to result in cost savings of around £1,000 in the first instance.

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

Replacement Amenities Hut

The contractor, Wrencon Ltd, has made good progress and the work is nearing completion. The work is on budget and to programme. The temporary arrangements and accommodation have worked satisfactorily, and the facility has remained very busy over the summer period.

Once completed, the replacement building will provide staff welfare facilities for the gardening team, as well as the mini-golf staff. There will also be a drying room and toilets for both staff and a disabled accessible toilet which can be used by the public.

Members will be invited to view the facility once completed.

The card payment facility has worked well utilising a secure mobile link and this has avoided the need to install an expensive landline connection. It is intended to continue with this arrangement in the longer term.

Once the project is complete, the Langmoor Room will be freed up for reuse by others. This will be the subject of a separate report to members.

Office Project

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

Specifically:

- The Board of Lyme Regis Development Trust has agreed to let units 1A, 1 and 6 to the council on the basis of a long lease (at least 21 years) with security of tenure, Heads of Terms have been agreed and the matter is now with solicitors pending final approval.
- The director of the museum has agreed to relocate their exhibits' store from Unit 1 to Unit 2 subject to the museum not being 'out of pocket' as a result of the move. A move date of October 2024 has been agreed and further discussions are scheduled to take place over the next few weeks to secure this move.
- The tenant of Unit 6 has vacated the unit and has consolidated their business in Unit 4. This has been at no cost to the council.
- Work is well underway on space planning and on the few relatively minor internal changes likely to be required. Where these works involve 'knocking through' between units, this has already been discussed and agreed in principle with the trust.
- The council's preferred 'building services' partner (Crickmay Stark) is involved in preparing the necessary plans, securing the required permissions and dealing with the tender documents, etc. A full measured survey of the ground floor of St Michael's was undertaken on 9 August 2024 as part of that process and indicative layout plans have been prepared for initial discussion with the staff team prior to sharing more widely.
- In relation to the agreed disposal of the existing office building, invitations to submit proposals have been sent to five suitably qualified and experienced surveyors/valuers/commercial agents and proposals have been returned. The likely cost is well below the tender threshold, and all proposals are based on very similar daily rates and percentage fees. A partner will be chosen based largely on 'best fit' and experience, and they will be invited to present their initial thoughts about a marketing and disposal strategy to this committee in the first instance, hopefully to the next meeting.

Car parking at the St Michael's site remains an issue not yet fully resolved, although progress has been made to secure a minimum of two spaces on site. This will be the subject of further discussions. Whatever the outcome of those discussions, it is likely that some staff will have to continue to park in the 'Guildhall car park' or at 'the cadet hut' site.

Based on recent experience with other projects involving building works and the contractor lead times and mobilisation periods involved, the officer view is now that a move date of shortly after the Christmas/New Year period is now more realistic. The allocated budget of £100k still appears adequate to facilitate the move and associated works.

The indicated target date of spring 2025 for any disposal of the existing building and site appears entirely achievable. There is further due diligence work needing to be undertaken, including some legal work to secure registration of the entire site with the Land Registry prior to disposal.

Members will need to consider the detailed logistics of any move and how best to maintain the full range of council services and functions during any transition period. It may be that the office will need to close for a short period during any transition to facilitate the move. This will be the subject of a further report in due course.

Guildhall audio and hearing loop

The new audio system and hearing loop in the guildhall are operational.

The invoice has not been received, but officers expect the cost of the work to exceed the original budget allocation of £1,000.

Any additional expenditure is unbudgeted and will be reported to the Strategy and Finance Committee.

Boylos Watersports – Lease Assignment and Rent Review

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

Amusement Arcade lease renewal

This is being progressed via the council's solicitor. The renewal date is in November 2024.

National Trust Lease Renewal

This is also being progressed via the council's solicitor. Progress had been slow but the new lease is now nearing completion and the agreed increased rent will be backdated to the review date in any event.

The Three Cups'

As has been reported elsewhere, the owners of The Three Cups are seeking a joint venture partner to, hopefully, help bring forward the development of this site.

The marketing particulars are attached as **appendix 7A**, for members' information.

Any further updates will be reported as and when known.

The marketing agent has agreed to brief the council on progress, probably in mid to late-November.

MUGA

Peter Chapman is undertaking further levels, services and survey work relating to the previously agreed preferred location adjacent to Anning Road. In particular, he is attempting to design and cost the retaining structures required in this location having regard to the levels and proximity to the highway.

Once this has been done, the MUGA providers will be asked to re-price their proposals having regard to this additional information. This is not expected to result in the approved budget being exceeded.

Any further update will be provided verbally at the meeting.

Town Bus

A comprehensive report was taken to the last meeting of Full Council on 4 September 2024 explaining the reasons for the loss of the town bus service and those measures being taken to remedy the situation.

Further decisions were delegated to the town clerk in consultation with the mayor, deputy mayor and the chairman of the Strategy and Finance Committee.

Since that meeting, various options have been pursued and further discussions and meetings have taken place. A full verbal update will be provided to members at this committee.

Mark Green
Deputy town clerk
September 2024

Committee: Town Management and Highways

Date: 18 September 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 8A**. 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 23 October 2024.

John Wright
Town clerk
September 2024

Objective	Budget £K	Completion date	Lead officer	Committee	Comments
Replace lamp heads and refurbish lamp columns	20	March 2025 December 2024	PW/AT	TMH	<p>2024-25 will be year two of a four-year rolling programme of replacement and refurbishment.</p> <p>17 lamp heads ordered, delivery date TBC. Quotes obtained for lamp column refurbishment and contractor appointed, start date TBC.</p> <p>Lamp heads installed but a further two required and will be ordered.</p>
Replace car park machines	5	March 2026	NC/AT	TMH	<p>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.</p> <p>The faulty machine at Monmouth Beach will be replaced free-of-charge by Flowbird. A report will be brought to Strategy and Finance Committee on 9 October 2024 or to Full Council on 23 October 2024 to allow members to consider options for car parking machines.</p>
Replace gardens' handrails	10	March 2025	PW/AT	TMH	<p>2024-25 will be year two of a five-year rolling programme.</p> <p>2024/25 work is proceeding to programme. Future scope of work can be extended to include handrails at Monmouth Beach and will be included in 2025-26 objectives.</p>

Drainage at Woodmead car park	50	December 2024 June 2025	MG	TMH	Works to commence in October 2024. Peter Chapman to complete tender specification. Report about likely cost increase to Full Council on 4 September 2024. Revised budget estimate £130k. Tender specification completed. Report elsewhere on this agenda about details, likely cost and delivery. Given likely cost increases and delivery timescales, this project may have to go through the budget-setting process for 2025-26.
Repair church walls	30	July 2024 March 2025	MG/AKM	TMH	2024-25 is year two of a three-year programme. The remaining 2023-24 budget of £25k has been accrued to 2024-25, giving a total budget of £55k in 2024-25. Further works may be required in 2025-26. Repairs notices to be served on all neighbouring properties. Work is likely to start in September/October 2024. Repairs notices served, but Diocesan Registrar now involved in permissions process, which may delay implementation.
Purchase a mulching mower	1,75	June 2024	MAD	TMH	Order has been placed, delivery is expected by June 2024. Mower has arrived.
Replace BBQ bins	2,73	June 2024 October 2024	AT	TMH	Order has been placed, delivery is expected in June 2024. Delivery expected in July 2024. Bins not yet delivered. Order being chased. Delivery of six bins expected in October 2024

Office move and disposal of existing office	100	December 2024 March 2025	MG	TMH	<p>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.</p> <p>Measured survey of St Michael's building imminent. Building regulations required for some works. ICT discussions ongoing. Anticipated completion date extended to March 2025. Project expected to be contained within budget. Update report on office move to Full Council on 17 July 2024. Selection of professional advisors to be reported to Full Council on 4 September 2024.</p> <p>Measured survey undertaken and plans produced for initial consideration. Legal HOTS produced and draft lease with solicitors. Vacant possession of Unit 6 secured and discussions with museum about their relocation from Unit 1 to Unit 2 ongoing, anticipated timescale for their move October 2024, at which point full vacant possession of all areas will be secured.</p> <p>Architect will produce tender documents, deal with all necessary permissions and consents and will invite tenders from suitable contractors asap. Work on IT and telephony ongoing.</p>
Guildhall repairs	50	November 2024 March 2025	MG/PW/AKM	TMH	<p>Work will be undertaken in September/October 2024. Works will involve the repair of the roadside window closest to the office and the repair of the passageway gable wall.</p> <p>This project has slipped. External and staff input on building projects has been prioritised on</p>

					amenities hut, harbour store, cemetery lodge, MUGA and office move/sale.
Refurbish cemetery lodge	125	December 2024 February 2025	MG	TMH	<p>Bat roost assessment will be undertaken on 16 May 2024. Planning permission to be submitted in June 2024. The tender return date is 12 June 2024. Contractors are expected to be on site in October 2024.</p> <p>Tenders received and reported to Full Council on 17 July 2024. Bat roost survey has shown there are no bats roosting in the roof space.</p> <p>Minster Builders Ltd selected and appointed as contractor. Planning and building regulations applications submitted. Contractor has submitted detailed programme of works commencing on 7 October 2024 for 20 weeks</p>
Repairs to Bell Cliff steps and railings	25	TBC	MG/AKM	TMH	<p>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.</p> <p>Meeting took place with the director and agreement was reached that the town council could proceed with the works. Specification and start date to be sent to Dorset Council as highway authority.</p> <p>Detailed specification being prepared. This work is likely to require planning permission and Listed Building Consent. Timescale for delivery likely to be late-2025.</p>
Repairs to Candles on the Cobb Pavilion	15	August 2024	PW/AKM	TMH	MAD to work with the operations supervisor to deliver the project. Work to take place outside of the football season.

		November 2024			<p>Specification of required works agreed. Crickmay Stark to draw up schedule of works and quotes to be obtained. Start date uncertain but as soon as possible. Costs can be contained within budget.</p> <p>Contractor not yet appointed, difficulty in obtaining responses. Further attempt to be made to appoint a suitable contractor asap.</p>
Install a defibrillator at the amenities hut	1,5	October 2024	AT	TMH	The defibrillator will be installed following the completion of the new amenities hut, programmed for early October.
Install a secure card link at the amenities hut	15	May 2024	MAD	TMH	<p>Officers are investigating a new wireless payment system for the amenities hut.</p> <p>Now using 4G/5G and fully operational.</p>
Recommendations from the Traffic and Travel Working Group, including improvement of the town bus	10	March 2025	MAD	TMH	<p>Projects will include the 20mph zone, improvements to the town bus, improving pedestrian safety on Cart Road and park and ride.</p> <p>Council agreed to allocate £5,500 of the budget to two new speed indicator devices on Sidmouth Road. Report taken to Full Council on 17 July 2024 to allow members to consider the results of the public consultation on the proposed 20mph zone and agreed to hold further discussions with DC officers about scope of scheme. Discussions taken place and options in report elsewhere on this agenda.</p>
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

					<p>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.</p> <p>Planning permission obtained for camera and pole at the skatepark. Revised quote obtained for taking an electric supply to that camera but officers are investigating a solar powered camera. Detailed response from Dorset Council about connection to control centre still awaited and being chased.</p> <p>Skatepark camera to be solar powered. £7k cost saving. Responses STILL awaited from Dorset Council on multiple issues.</p>
Determine the use of the trailer park and accreted land	N/A	<p>May 2024</p> <p>July 2024</p> <p>???????</p>	MG	TMH	<p>This project has been carried over from 2023-24. The lease is with the council's solicitor, awaiting completion.</p> <p>Having agreed terms with the relevant head of service and members of this council agreeing terms, Dorset Council has referred the lease to their property team and it is awaiting signature. Dorset Council has not paid the invoice and debt collection procedures are being implemented.</p>
Replace Langmoor Room door	7	<p>June 2024</p> <p>October 2024</p>	MAD	TMH	<p>This project has been carried over from 2023-24. Quote obtained for £2,900.</p> <p>Order placed. Long lead time of 8-10+ weeks.</p>

Remedy water ingress to the Jubilee Pavilion	35	May 2024 July 2024	MG	TMH	This project has been carried over from 2023-24. Contractors on site w/c 3 June 2024 to complete. Work completed. Budget overspend of c.£1k.
Undertake refurbishment of harbourmaster's store	125	October 2024 November 2024	MG	TMH	This project has been carried over from 2023-24. Tender documents have been sent out and report elsewhere on this agenda. Tenders considered by Town Management and Highways on 5 June 2024. Formal appointment of contractor at Full Council on 17 July 2024.
Footpath repairs in the gardens	100	November 2024 March/April 2025	MAD AT	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. Trial completed in July/August 2024. No further works to be undertaken until trial area has experienced one full winter to assess performance. More comprehensive update elsewhere on this agenda.
Install outdoor gym equipment	25	August 2024	MAD AT	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. Fresh Air Fitness selected as the supplier. Site meeting with contractor mid-October.
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.

					Work is ongoing, completion date in September 2024. Project is currently on budget and slightly ahead of programme. Member 'open day' to be arranged post completion.
Monkey bars for Anning Road play park	5	July 2024	MAD PW	TMH	<p>This project has been carried over from 2023-24. Equipment to be installed by the external works' team.</p> <p>Equipment has been delivered and is awaiting installation.</p> <p>Bars installed and 'spider's web' retained.</p>
Develop a multi-use games area at Anning Road Playing Field	150	December 2024	MG/AKM	TMH	<p>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.</p> <p>Quotes being obtained from MUGA providers. Report to Full Council on 17 July 2024 to allow members to approve the change of location and to consider quotes. Further public consultation carried out with residents living closest to the proposed site.</p> <p>Further options investigated re. best location and report elsewhere on this agenda.</p>

Committee: Town Management and Highways

Date: 18 September 2024

Title: 2025-26 Budget Proposals

Purpose of Report

To allow members to consider town management and highways' 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 town management and highways' 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.

Report

4. Members are asked to identify town management and highways' objectives that need to be considered alongside other committee objectives during the budget-setting process.
5. 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: Town Management and Highways

Date: 18 September 2024

Title: Emergency Planning Procedure Review

Purpose of the Report

To review the Emergency Planning Procedure

Recommendation

Members review the procedure and instruct officers on any further amendments

Report

1. Each year, in the autumn, the Emergency Planning Procedure is reviewed. A draft plan is attached, **appendix 10A**. The amendments include changes to phone numbers and roles. A map of the defibrillator locations has also been included.
2. The operations manager, Adrian Turner is responsible for all flood and flood damaged related incidents and shall direct staff accordingly. The operations manager receives notifications from the relevant authorities, principally the Environment Agency, alerting him to flood risk.
3. Responsibilities of flood wardens include monitoring flooding, recording and reporting, advising those at risk of flooding about the help available, distributing sandbags and hydrosnakes, and liaising with emergency services.
4. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Adrian Turner
Operations manager
September 2024

Lyme Regis Town Council Emergency Planning Procedure

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Introduction

This procedure takes a practical approach towards what the town council can realistically do in the event of an emergency.

It starts off by giving a pen portrait of who does what in the county, along with their contact details. This is followed by details of how the town council will organise itself and the resources it has at its disposal in the event of an emergency.

It goes on to identify contact details for the relevant council employees, the voluntary organisations who may be able to assist in the event of an emergency, and the care and residential homes in the town.

John Wright
Town Clerk
September 2024

Next Review: September 2025

Who does what in Dorset?

The Strategic Co-ordinating Group

This consists of the county's police, fire and rescue, health and ambulance services, along with the Coastguard, Environment Agency, and the chief executives of the county council.

The Strategic Co-ordinating Group, also known as 'Gold Command', is chaired by a senior police officer, normally an Assistant Chief Constable.

As indicated by its name, this group co-ordinates a strategic approach across services. The group is called together in the event of a significant emergency.

The Tactical Co-ordinating Group

Representation is as above. The Tactical Co-ordinating Group is also known as 'Silver Command'. This group implements the decisions made by the Strategic Co-ordinating Group.

Dorset Council (DC)

Dorset Council's advice is to call 01305 221000 and follow directional instructions, this line is managed 24/7.

In the event of an emergency, Dorset Council will endeavour to provide the latest information on the front page of the dorsetforyou website.

Dorset Council is responsible for highways, they have a Vulnerable People Plan, and will transport evacuees to rest and reception centres. The principal rest and reception centre for Lyme Regis is Woodmead Halls, 01297 443942. The purpose of the rest and reception centre is to provide a venue for people to be directed to, and from where other organisations will provide help and support. They are responsible for flooding, except for coastal and main river flooding, which is the responsibility of the Environment Agency.

Dorset Council also has a supply of sandbags at the Charminster depot in Dorchester (01305 221020).

National Highways

The National Highways (Highways England changed its name to National Highways in August 2021) is responsible for motorways and major trunk roads. The A35 and the A303 are designated major trunk roads. The National Highways can be contacted on 0300 123 5000 and info@nationalhighways.co.uk The latest up-to-date information is available on their website: <https://nationalhighways.co.uk>

The Environment Agency

The Environment Agency is responsible for coastal flooding and main rivers. There are two national contact numbers: Floodline, 0345 988 1188 and the Incident Hotline, 0800 807060. The regional team is based at Blandford, 01258 483326.

The regional team's advice is that if there is an emergency or up-to-date information is required, we should dial a national contact number and ask to be put through to the Blandford flood warning duty officer.

The town council is registered with the Environment Agency for coastal and river flood alerts.

South West Water

South West Water can be contacted on 0344 346 2020.

The Emergency Services

The police, fire and rescue, and ambulance services can be contacted on 999. The Maritime Coastguard Agency and the Royal National Lifeboat Institution can also be contacted on 999. In a non-emergency the police can be contacted on 101.

The Maritime Coastguard Agency (MCA)

The MCA has highly trained Maritime Rescue Coordination Centre personnel who are ready to respond to emergency calls on a 24-hour, 365-days-a-year basis for the UK coast and surrounding waters. Their primary aim is to reduce incidents through prevention activity, education and improved regulations while maintaining effective enforcement. Their main emergency response is Search and Rescue, Counter Pollution & Response, Receiver of Wreck. They can be contacted on 999.

The Royal National Lifeboat Institution (RNLI)

The RNLI is a charity that saves lives at sea. They provide, on call, a 24-hour, 365-days-a-year lifeboat search and rescue service and a seasonal lifeguard service. The RNLI also has a Flood Rescue Team available on a 24-hour, 365-days-a-year basis ready to deploy to flooding events in the UK, Ireland and abroad to perform search and rescue. They can be contacted on 999.

National Grid

National Grid is the electricity distribution network operator for the Midlands, South Wales and the South West. They can be called in the event of a power cut and are available 24 hours-a-day, 365 days-a-year. They have special arrangements in place for vulnerable people and customers who depend on electricity. In the event of an emergency they can be contacted on 0800 365900.

Southern Gas Networks (SGN)

Southern Gas Networks (SGN) provide a safe and secure supply of gas to 5.8 million customers and are the second largest gas distributors in the UK. In the event of a suspected gas leak call 0800 111 999. They are available 24 hours-a-day, 365 days-a-year.

Other useful numbers

Other useful numbers can be found on the Lyme Regis Town Council website under Community/Useful Information/Useful Contacts.

The role of the town council

In the event of an emergency, the town council will suspend the normal duties of its employees and direct them to assist its residents and other agencies working in the town. In doing so, the town council will pay proper regard to the health and safety of its employees.

The town council's first point of contact in an emergency is the town clerk. Other secondary points of contact, in order, are the deputy town clerk, the operations manager and the support services manager.

If an emergency event occurs, the town clerk or deputy town clerk should work with a lead councillor, normally the Mayor or chairman of the Strategy and Finance Committee or, in their absence, one of their deputies. Their contact details, along with those of other employees are attached. Further details are as follows:

- The town clerk/deputy town clerk/operations manager/support services manager should consider advice from the lead councillor but retain responsibility for operational decision-making.
- The town clerk, or in his absence the deputy town clerk/operations manager/ support services manager, should take whatever measures are necessary to protect public health and council property.
- As soon as an emergency has been contained or resolved, the member and the town clerk or deputy town clerk/operations manager/support services manager should decide what information needs to be communicated to whom and when this should be done. This includes an assessment of whether a press release should be issued.
- If any actions taken subsequently need to be stood-down, e.g., the removal of a cordon, the town clerk/deputy town clerk/operations manager/support services manager must propose how this should be done.
- The town clerk/deputy town clerk/operations manager/support services manager must complete a report on the emergency. This report must detail any further actions required and must be reported to the next appropriate council meeting.
- A log of key events and actions will be maintained for the duration of the emergency.

In the event of an emergency, the town council will aim to keep its office open or/and communicate with each other electronically.

- provide information and assistance to the public.
- update its website.
- liaise with other statutory and voluntary agencies working in the town
- co-ordinate the activities of its employees.

Employees will be directed to such duties that are appropriate. Typically, these could include establishing that vulnerable residents are safe and secure, escorting residents to rest and recovery centres, clearing snow, gritting, deploying sandbags, clearing blocked areas and assisting other organisations who are responding to the emergency.

The resources of the town council are limited. However, they could be of assistance as a first response or to deal with isolated incidents.

To this effect, the town council has available:

- 50 x 20 kg salt bags at the works store and 850kg of loose salt at the works store. Keys are held by the external works' team and at the town council's office
- a towable gritter located in the works store and a hand gritter located at the cemetery mortuary. Keys are held by the external works' team and at the town council's office
- 100 loose sandbags and 50 made-up sandbags at the works store. 25 made up sandbags by the storm drain at Ware Cliff/Bowling Green. Keys are held by the external works' team and in the town council's office
- 72 hydrosnakes are located at the East Store. Keys are held by the external works' team and in the town council's office
- Access to a 4WD tractor.

Town council emergency contacts

	Name: John Wright
	Title: Town Clerk
	24hr telephone contact: (m) 07912 387886 (w) 01297 445175 (h) 01308 427874
	Email: john.wright@lymerregistowncouncil.gov.uk
	Address: Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS
	Name: Mark Green
	Title: Deputy Town Clerk
	24hr telephone contact: (m) 07843 378995 (w) 01297 445175
	Email: mark.green@lymerregistowncouncil.gov.uk
	Address: Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS
	Name: Adrian Turner
	Title: Operations Manager
	24hr telephone contact: (m) 07756 964349 (w) 01297 445175
	Email: adrian.turner@lymerregistowncouncil.gov.uk
	Address: Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS



Name: Adrienne Mullins

Title: Support Services Manager

24hr telephone contact:

(m) 07565 192874 (w) 01297 445175

Email: adrienne.mullins@lymeregistowncouncil.gov.uk

Address: Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS

Staff Telephone Numbers

Office staff

Naomi Cleal	01297 445175	Finance manager
Shanie King	01297 445175	Finance assistant
Kate Newman	01297 445175	Community engagement assistant
Anne-Marie Shepherd	01297 445175	Community engagement assistant
Cara Austin	01297 445175	Community engagement assistant
Anthony Mullins	01297 445175	Property and projects assistant

Outside staff

Peter Williams	07912 387888	Operations supervisor
Mark Bujniewicz	07864 087038	Lengthsman
Alan Legg	07935 834100	Gardener
Jamie Grant	07557 515615	Gardener
Stuart Christie	07368 598085	Gardener
Steve Turner	07851 222134	Gardener
Kai Sparks	07784 622557	Gardener
Simon Allman	07989 561230	Gardener
Steve Hossack	07912 387889	Maintenance operative
Alan Jefferies	07912 387883	Enforcement officer
Jenni West	07421 731580	Enforcement officer
Darren Cheney	07779 247239	Cleansing operative
Matt Johnson	07754 425438	Seafront attendant
Amenities' Hut	07584 176133	

Organisations that can assist in emergencies

Skill/Resource	Contact details	Location	When available
St. John Ambulance (Dorset)	01370 0104 950 07699 76844 (out of hours) 07659 126927 (call-back)	John House Bridport Road Dorchester Dorset DT1 2NH	24hrs support
RNLI	0300 300 9990	West Quay Road Poole	24hrs support
Bridport Community Hospital	01308 422371	Hospital Lane Bridport Dorset	Minor Injuries Unit opening times November - March 09.00-18.00 7 days a week Bank Holidays 09.00am – 18.00pm
Lyme Regis Medical Centre	01297 560872	Uplyme Road Lyme Regis Dorset DT7 3LS	Monday – Friday 08.00am – 18.30pm Saturday 09.00am – 12.00pm
Lyme Regis Harbour Master	01297 442137	The Cobb Lyme Regis	Mon – Fri 8.00am – 18.00pm Weekend 7.00am – 7.00pm
British Red Cross	0344 871 1111	Bradbury House, Apple Lane, Sowton, Exeter EX2 7HA	24hrs support
Food Bank Lyme Regis	lymeforward@gmail.com lymeregisfoodbank.co.uk 07955 772314	Lyme Forward, Office 2, Unit 5, Lyme Regis Business Park Uplyme Rd DT7 3LS	Wednesdays 10am-12pm

Seaside Store Lyme Regis Development Trust	01297 255002 community@lrtd.co.uk	The Hub, Church Street	Tuesdays 10am – 1pm
Community Support Group	Cheryl Reynolds 07796 074849		24hrs support

Care and Residential Homes in Lyme Regis

Organisation	Address	Phone number
Fairfield House Residential Care Home	Charmouth Road Lyme Regis Dorset DT7 3HH	01297 443513
Shire House Care Home	Sidmouth Road Lyme Regis Dorset DT7 3ES	01297 442483
Lyme Regis Nursing Home	14 Pound Road Lyme Regis Dorset DT7 3HX	01297 442322
Pinhay House Residential Care Home	Lyme Regis Dorset DT7 3RQ	01297 445626

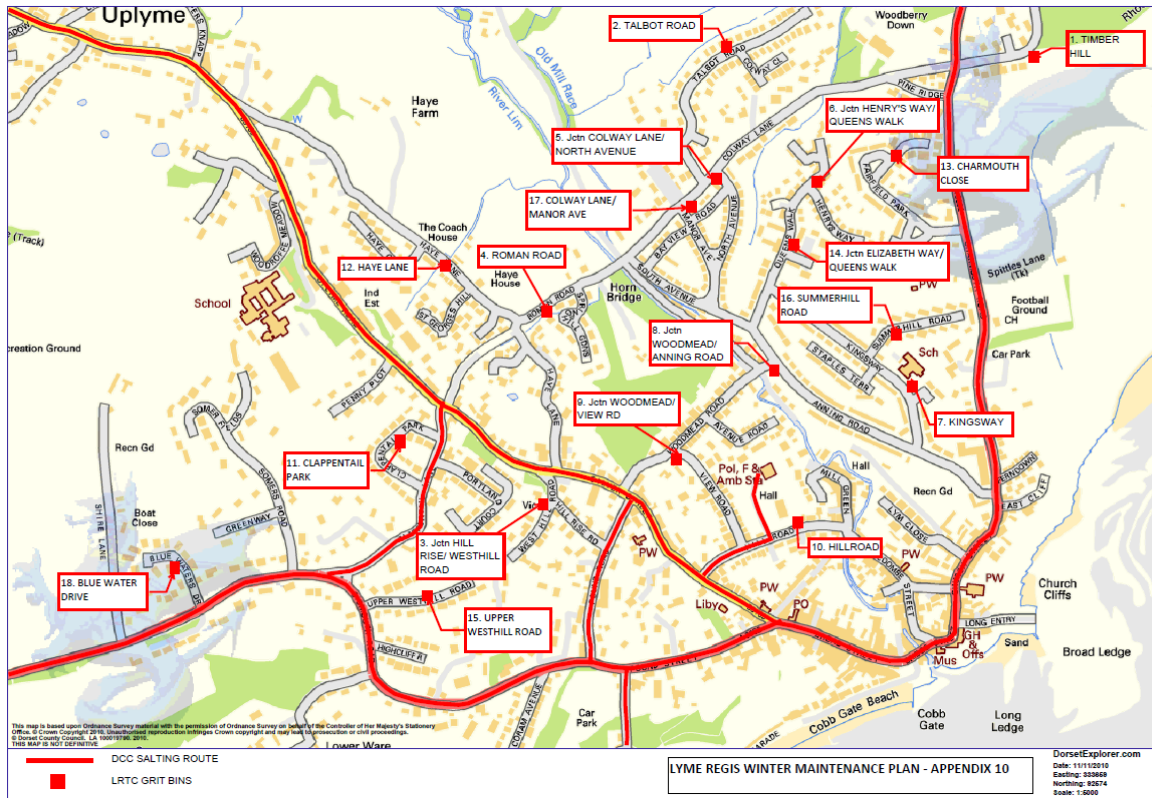
Locations that could be used as places of safety

Building	Location	Potential use in an emergency	Contact details of key holder
Woodmead Halls*	Hill Road	Rest and reception centre	01297 443942 07856 630975
Baptist Church	Silver Street		01297 442302
St Michael's Primary School	King's Way		01297 442623
**The Woodroffe School	Uplyme Road		01297 442232
St Michael's Parish Church	Church Street		01297 442033
The Hub	Church Street		01297 445021
Marine Theatre	Church Street		01297 442394
Masonic Hall	Broad Street		01297 442746

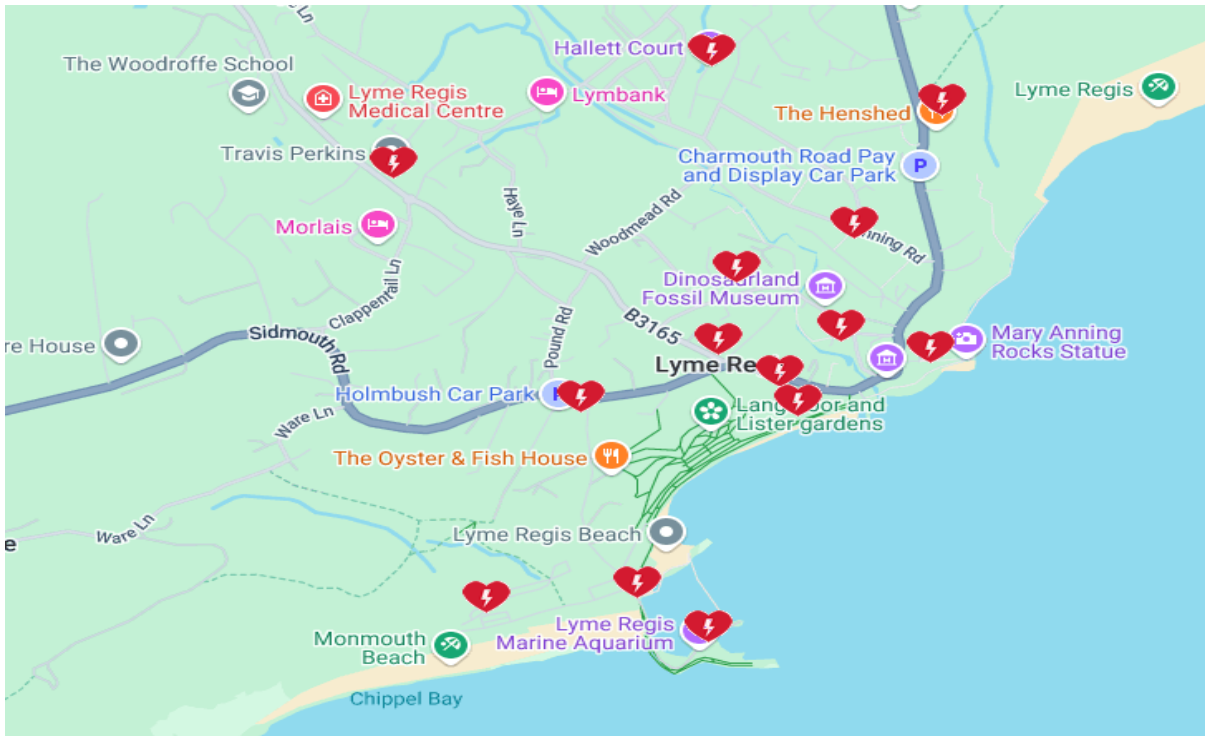
* Woodmead Halls is designated as a rest and reception centre by DC

** Ideally outside of school hours

Grit bin locations



Defibrillator locations



Committee: Town Management and Highways

Date: 18 September 2024

Title: A Member Request to Join the Travel and Transport Working Group

Purpose of Report

To allow the committee to consider a request from Cllr John Trevena to join the travel and transport working group

Recommendation

Members consider and approve the request from Cllr John Trevena to join the travel and transport working group

Background

1. The council's terms of reference of reference and scheme of delegation state council committees have the authority to:

'Receive nominations to existing sub-committees, working or advisory groups that report to the committee.'¹
2. The travel and transport working group has five members: Cllrs C. Aldridge, G. Caddy, S. Cockerell, M. Ellis, and P. May.

Report

3. On 26 July 2024, Cllr John Trevena made a request to the former mayor, David Ruffle, to join the travel and transport working group.
4. The request is attached, **appendix 11A** for the committee to consider.
5. Any recommendations from this committee will be considered by the full council on 23 October 2024

John Wright
Town clerk
September 2024

¹ Terms of reference and scheme of delegation para 2.3.4

From: John Trevena <jmtrevena@gmail.com>

Date: 26 July 2024 at 14:14:03 BST

To: lrtccllr david.ruffle@lymerregistowncouncil.gov.uk

Cc: LRTCCllrPhilip.May@lymerregistowncouncil.gov.uk,
lrtccllrcaroline.aldridge@lymerregistowncouncil.gov.uk,
LRTCCllrGill.Stammers@lymerregistowncouncil.gov.uk,
LRTCCllrCheryl.Reynolds@lymerregistowncouncil.gov.uk,
LRTCCllrMichaela.Ellis@lymerregistowncouncil.gov.uk,
LRTCCllrStuart.Cockerell@lymerregistowncouncil.gov.uk, sean.larcombe@yahoo.com,
LRTCCllrGraham.Turner@lymerregistowncouncil.gov.uk, dholland1972@icloud.com, "LRTC Cllr Philip.Evans" <LRTCCllrPhilip.Evans@lymerregistowncouncil.gov.uk>,
lrtc cgail.caddy@lymerregistowncouncil.gov.uk

Subject: Committee and Working Group Membership

Dear David,

When I joined the Council in May I opted to join all of the committees intending to review this once I had some familiarity of how the Council operated.

Having now 2 months experience of being a member of Lyme Regis Town Council I feel I'm now in a better position to judge the areas of Council business where I have most interest and make best use of my time.

I therefore wish to resign from both the Planning and the Tourism, Community and Publicity committees with immediate effect.

I would however like to join the Traffic and Travel Strategy Working Group - unfortunately I was unable to attend the Town Management and Highways committee when member participation was discussed.

I hope this is ok.

Kind regards,

John Trevena

Sent from my iPad

Committee: Town Management and Highways

Date: 18 September 2024

Title: Local Heritage List and Lynch Safety Issues

Purpose of Report

To inform members about the inclusion of various local assets in a 'Local Heritage List' being compiled by Dorset Council and to consider whether to support, in principle, the installation by Dorset Council of heritage railings along the river side of the Lynch as a pedestrian safety measure

Recommendation

Members note the inclusion of various local assets in a 'Local Heritage List' being compiled by Dorset Council and consider whether to support, in principle, the installation by Dorset Council of heritage railings along the river side of the Lynch as a pedestrian safety measure

Background

1. Dorset Council intends to create and update a Local Heritage List that covers the whole of Dorset.
2. The following supporting information has been provided:

'What is a Local Heritage List?'

A list of properties, structures or spaces that are of local historic importance. The list is used to highlight and celebrate what is important to the local community. It is also used in assessing development proposals for planning applications.

Owning a property on the Local Heritage List

Inclusion on the Local Heritage List does not automatically bring with it any additional procedures or consent requirements to carry out work, beyond those that are already required through the planning system. It also does not bring with it any additional financial burdens or requirements to repair or restore an asset. Properties on a Local Heritage List are not 'listed buildings' of national significance which are protected by legislation.

However, once an asset has been identified as a non-designated heritage asset, it becomes a 'material consideration' in the planning process. This means that the local planning authority will take the heritage significance of the asset into account when making decisions about planning applications that affect that asset.

In some instances, local authorities may issue an article 4 direction on assets included on their local list or within a specific area. Article 4 directions restrict certain types of works to buildings that would otherwise be considered permitted development. This means that planning permission is once again required for these works. Both forms of document contain the usual provisions about maintaining buildings in good condition and not causing nuisance or annoyance to neighbours, etc.

3. To date, the town council has been notified of two local assets which may be included on such a list:
 - The cemetery and associated buildings, and
 - The Lynchway, Leat and River Lym revetments

It is likely that more assets will be included/added in due course.

4. It is possible to object to the inclusion of the assets on the list, but the comment of the architect dealing with the current cemetery lodge works project is that any implications for that project are very minor, if any, and other buildings and pathways within the site have already been repaired in the last year or two. In addition, the cemetery is already part of a local Conservation Area, which imposes many similar obligations and responsibilities on the town council as owner.
5. With regard to the Lynch, etc, the town council has no ownership interest other than the land at Lepers Well and the associated length of bank/revetment. The inclusion of this asset on the List may possibly be more of an issue for other neighbouring owners. However, the whole area is already within a Conservation Area and many adjacent properties are formally Listed as being of special architectural or historic interest.
6. Also in connection with the Lynch, and possibly impacted by the newly suggested 'listing', is a discussion which has been instigated by Dorset Council as a result of a recent fall from the Lynchway into the river and which resulted in personal injury to the individual concerned.
7. This fall has triggered a discussion about whether some additional safety measures should be considered along this section of raised pathway, possibly including the installation of heritage railings similar to those along the eastern end of the Marine Parade.
8. This work has been costed at approximately £40k, and members are asked for their views about such a suggestion to inform any further discussions with Dorset Council. Dorset Council has indicated that it would be willing to fund any works, if supported.
9. Any recommendations from this committee will be considered by the Full council on 23 October 2024.

Mark Green
Deputy town clerk
September 2024

Committee: Town Management and Highways

Date: 18 September 2024

Title: The Gazebo

Purpose of Report

To allow members to consider the actions undertaken by the town clerk regarding the gazebo and to approve the name, The Garden Pavilion, and the inscription, 'For the people of Lyme Regis to rest a while', which have been proposed by Janette Edmonds and Nigel Williams

Recommendation

Members note the actions taken by the town clerk regarding the gazebo and approve the name, The Garden Pavilion, and the inscription, 'For the people of Lyme Regis to rest a while'

Background

1. On 6 June 2024, this committee considered a report on the gazebo in Langmoor Gardens. The report followed a successful petition for the retention of the gazebo, which the council had intended to demolish.
2. At that meeting, members were presented with the following requests from Janette Edmonds and Nigel Williams who took part in the campaign to save the gazebo:
 - to name the gazebo, 'The Gardens Pavilion'
 - to engrave of the inside of the gazebo: "For the people of Lyme Regis to rest a while".
 - make the gazebo a focal point for events.
 - organise gardening volunteers to plant around the gazebo and support the community garden work nearby (to work with local groups and Woodroffe School).
 - provide signage through the gardens to help with anti-social behaviour and litter to read: "Love the gardens, Leave no trace".
 - employ an extra gardener to coordinate volunteers and promote the gazebo.
 - investigate litter bin placement closer to the gazebo.
 - investigate detailed costs for refurbishment for 2025-26 budget-setting.
3. Following consideration, this committee recommended to the Full Council:

'to ask officers to obtain further quotes for the replacement and removal of the rear and side panels of the gazebo, and to also investigate a structure made of cobb.'
4. Between the meeting of this committee on 6 June 2024 and the Full Council on 17 July 2024, the town clerk and operations supervisor met at the gazebo to consider if repairs could be undertaken by the external works' team; the conclusion was, they could, and the cost was estimated under £5,000.
5. This was reported to the Full Council 17 July 2024 and the following resolution was passed, 'that the council's external works' team carries out repairs to the gazebo.'

Report

6. The other requests raised at the Town Management and Highways Committee on 6 June 2024 are still outstanding; to keep momentum, town clerk has discussed them with the petition organisers.
7. The town clerk agreed to site a bin near the gazebo; there was a surplus bin in the council store, and this has been installed.
8. The town clerk has made it clear the council would not employ an additional gardener nor would it co-ordinate a volunteer labour force. However, it would collaborate with volunteers on landscaping plans and planting around the gazebo, supply tools and purchase plants. The petition organisers have agreed to take responsibility for organising volunteers.
9. The town clerk has also agreed to contact The Woodroffe School to see if it is interested in providing artistic input into the refurbishment of the gazebo and will promote the use of the gazebo with event organisers in 2025.
10. Three issues have not been decided: the naming of the gazebo, the inscription and signage.
11. The town clerk suggests that members go with the name and inscription proposed by Janette Edmonds and Nigel Williams but hold back on signage for the time being. The rationale, the gazebo hasn't been a focal point for drinkers this summer and general issues with litter are not a problem in the gardens.
12. Any recommendations from this committee will be considered by the Full council on 23 October 2024.

John Wright
Town clerk
September 2024

Committee: Town Management and Highways

Date: 18 September 2024

Title: 20mph Speed Limit Proposals

Purpose of Report

To inform members about recent discussions with Dorset Council officers about the possible introduction of a 20mph speed limit in Lyme Regis and to seek member instructions about the submission of an application for such a limit

Recommendation

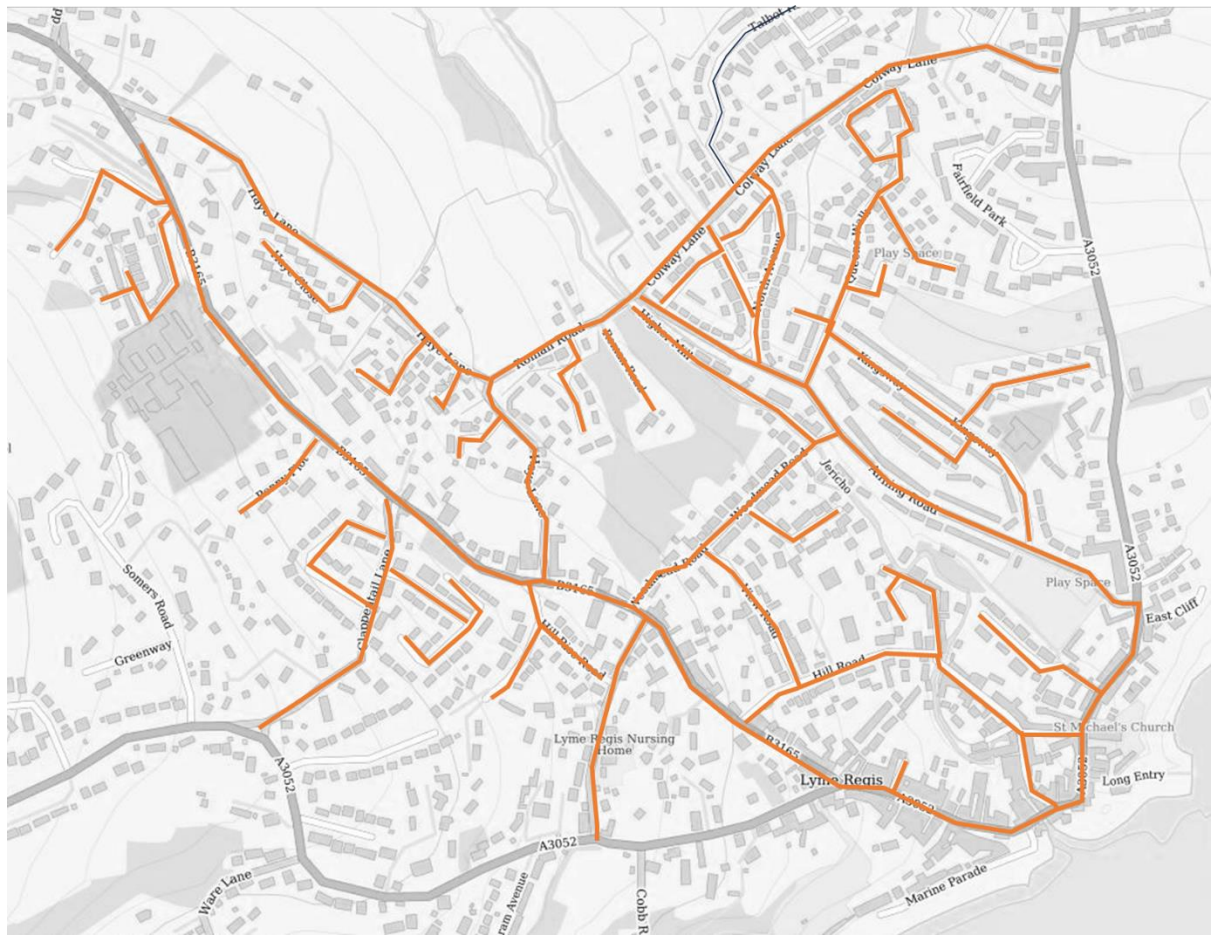
Members consider the outcome of recent discussions with Dorset Council officers about the possible introduction of a 20mph speed limit in Lyme Regis and instruct officers how to proceed

Background

1. The introduction of a 20mph speed limit in Lyme Regis has been considered by members on several occasions, most recently at the meeting of Full Council held on 17 July 2024. Members may wish to refer to the report submitted to that meeting for additional background information.
2. At that meeting, members resolved (**24/52/C**) 'to instruct officers to seek advice from Dorset Council to consider revising the extent of the 20mph scheme following the public consultation.'

Report

3. Since that meeting, the requested further discussions have taken place. Arising from those discussions, it has been ascertained:
 - That the next meeting of Dorset Council's relevant panel meeting will take place on 2 October 2024. Any application from Lyme Regis for a 20mph scheme could go to that meeting, but it is not an absolute deadline and it would be possible to arrange a further meeting of the panel as and when required. It is possible that Dorset Council's available budget will reduce if any application is delayed.
 - Any application can be in draft form in the first instance if preferred. This would then give the opportunity for some more formal feedback prior to the submission of the final application.
 - It is NOT correct to assume that any scheme would have to be funded by this council. Subject to any scheme meeting the basic criteria for support, there remains funding within Dorset Council for the implementation of 20mph schemes and it is entirely possible that a Lyme scheme would be wholly funded by them.
 - That a large, whole town-wide scheme is very unlikely to be supported, either for their funding or as a local scheme funded by this council, because basic criteria are not met. HOWEVER, a more targeted scheme or one which avoids those roads where their criteria are not met, either through recorded traffic speeds or road function, could well be supported and funded.
 - Those areas where the criteria are met include all those roads shown coloured brown on the plan below:



- There is the POSSIBILITY that the section of road between the top of Broad Street and the Pound Road would also be supported for inclusion in any scheme.
 - There is no requirement for further public consultation to be carried out. Even though the survey results produced a variety of views and comments, there is sufficient evidence of sufficient support in principle to not prejudice the consideration of any subsequent application. The ward member intends carrying out further consultation about options as part of the week-long event in the Jubilee Pavilion later this month.
4. Given the comments of Dorset Council, it does appear that members have the option to support either an approach targeted at limited areas or lengths of road OR a wider scheme which includes a greater area of the town, including the town centre and residential areas.
 5. If a wider approach is favoured, there will need to be more signage, but the need for very frequent repeater signs, for instance, can be avoided and the overall visual impact is unlikely to be overly intrusive.
 5. If members favour a more targeted approach, then the suggestion is that any limit be focussed on the area of Woodroffe School (with additional interactive information boards/SIDS at either end of the limit), plus the roads in the vicinity of Anning Road and the immediately neighbouring residential streets. A wider scheme could include all of the roads coloured on the above plan, with or without the section between the top of Broad Street and Pound Road.
 6. Members are asked to instruct officers how to proceed.
 7. Any recommendations from this committee will be considered by the Full council on 23 October 2024 (but any application may be best submitted prior to that meeting to give the best opportunity for funding to be secured from Dorset Council).

Mark Green
Deputy town clerk
September 2024

Committee: Town Management and Highways

Date: 18 September 2024

Title: Installation of Communication Boards in Play Areas

Purpose of Report

To inform members about the intended installation of 'Communication Boards' at the Anning Road and Henrys Way play areas

Recommendation

Members note and support the intended installation of 'Communication Boards' at the Anning Road and Henrys Way play areas at a total cost of approximately £300 + VAT and funded from within existing budgets.

Report

1. 'Communication Boards' are increasingly installed in locations used by children to enable those who are having difficulty in verbalising their feelings to do so by pointing at various symbols on the board. They are especially useful for children with autism.
2. Local examples of their installation can be found at Weymouth and Dorchester, and a photo example is shown below.



3. Quotes have been obtained and that from local supplier, Advantage Digital Print, is reproduced below:

'1200x800mm ACM Board, Fully printed graphics using HP Greenguard certified inks and protected with anti-graffiti over laminate.

Make minor amends to standing Artwork and PDF proof for approval.

2 fixing rails to rear and 4 clips for mounting to TBC

Quantity: 1

Price (1): £148'

4. Given the very modest cost involved, it is the officer intention to simply proceed to install one board in both the Anning Road and Henrys Way play areas funded from within existing budgets.
5. At Weymouth, a board has also been installed in a seafront location and it would be possible to install one on the seafront close to the sandy beach if members considered this to be appropriate?
6. Any recommendations from this committee will be considered by the Full council on 23 October 2024.

Mark Green
Deputy town clerk
September 2024

Committee: Town Management and Highways

Date: 18 September 2024

Title: Cobb Road Closure

Purpose of Report

To inform members of the latest National Grid proposal for routing a cable to its sub-station adjacent to Monmouth Beach toilets

Recommendation

Members note the report

Report

1. National Grid informed the town council of its original intention to close Cobb Road from 4 to 15 November 2024 between 7am and 5pm to route a cable to its sub-station adjacent to Monmouth Beach toilets. This proposal was discussed at a public meeting in The Guildhall on 1 August 2024.
2. As a result of that meeting, a proposal was developed between some of those affected by the road closure to reduce the period of works to three 24-hour working days and, during this period, operate manned traffic lights to control a one-way speed-limited traffic system from Cobb Gate to the junction of Cobb Road and Marine Parade.
3. Subsequent discussions between National Grid and Dorset Council have now produced a third proposal; in doing so, the option of a traffic diversion across Marine Parade has been ruled out by Dorset Council.
4. The latest proposal is to route the cable across Holmbush car park. This route is dependent on a wayleave from Dorset Council; National Grid also considers the option may take more time to complete because the work is more complex due to the wall and bank they must dig through.
5. The good news is this option will only require a one-night closure of Cobb Road.
6. A copy of the information sent to residents and business owners is attached, **appendix 16A**.

John Wright
Town clerk
September 2024

“Good Afternoon,

Thank you for getting in touch regarding the closure of Cobb Road which was planned to take place on 4th to 15th November 2024. I am contacting you because you have asked for details of the work or parking permit during the duration of the road closure.

I have been working with Dorset Council Highways and Lyme Regis Town to come up with a solution that will cause less impact to residents and businesses during our work. We had originally planned to close Cobb Road between 0700 to 1700 each day from 4th to 15th November, however after speaking with resident and businesses at our drop in meeting at Lyme Regis Guildhall on Thursday 1st August we realised this was not a viable way for us to complete our work and maintain access.

After discussions with Dorset Council and Lyme Regis Town Council we had then planned to close Cobb Road from 12th to 14th November and work 24 hours a day to complete the excavations we needed. Marine Parade and the Cart Road would have been used as a diversion route. After discussions with Dorset Council Highways and their civils and coastal teams it was decided that this was also not a safe option.

Due to these issues we have now looked at alternative route to install our cables. We are now hoping to run the cables through the wall and bank into Holmbush Car Park and then through the car park to our existing cables on Pound Street. This will mean a one or two night closure of Cobb Road, we are hoping to keep the road closure dates the same and complete the work on one night between the 12th to 14th November. This route will be more complex to dig due to the wall and bank we have to trench through and may take longer to complete than the original route, times and dates of the road closure are to be confirmed. The route through the car park is also dependant on National Grid obtaining a wayleave from Dorset Council to allow us to install the cables but I do not see this being an issue as the road closure and diversion routes have now been ruled out. Due to the shorter duration night time closure of Cobb Road we won't be offering parking permits during the work.

I apologise for the time it has taken to get this information to you but we have had to wait on information and details from Dorset Council and then look into the least disruptive routes we can run our cables.

If you have any questions please contact me on the below details”

Complaints and Incidents Summary – 29 May to 13 September 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
190	10.06.24	<p>On Sunday morning 9th June at 7am my wife and I took our dog for a walk through Langmoor Gardens to go to the seafront.</p> <p>However we were unable to use the disabled access route as the tents for the fossil festival covered the entire flat surface.</p> <p>The western end tent had the entrance sealed at the western end stopping any access for a wheelchair with the options use the stairs or the grass at approximately 30 degrees angle or go back to the main road and try via the clock tower carpark.</p> <p>When I asked one of the exhibitors about wheelchair users he said it was only blocked off whilst they were setting up.</p> <p>Frankly I think this is disgraceful.</p> <p>There is no sign at the garden entrance warning about limited disabled access</p> <p>But it felt like a curfew for the disabled which I am sure that you wouldn't want to infer.</p> <p>Whilst there we saw an older gentleman with a pronounced limp struggling down the steps by</p>	Langmoor Gardens	09.06.24	<p>Operations Manager/support services manager</p> <p>Lyme Regis Museum director</p>	<p>Emailed back to apologise.</p> <p>Support services manager raised the issue with the director of Lyme Regis Museum.</p>

		<p>Swim with his walking stick, obviously unable to use the normal disabled route.</p> <p>It is nice to have events at Lyme but please don't make life difficult for the disabled. I have a disabled sister and a niece with MS so am very aware of the struggles they have with equal access.</p> <p>I do hope that this is looked into and not repeated.</p>				
191	10.06.24	<p>Firstly thank you for allowing the Lyme Regis Fossil Festival to take place in town over the weekend. It was a great event and enjoyed by all attending.</p> <p>I am writing however to express my concerns about the accessibility issues caused by the placement of tents on the roof section of the gardens. Over the weekend, it was particularly difficult to navigate safely through the tents due to the sheer volume of people inside them. This situation resulted in several instances where my pushchair was knocked, posing a significant inconvenience and concern to my daughter.</p> <p>Additionally, on Monday morning, one of the tents was completely closed off with no diversion signs in place. This forced me to push the pushchair over the grass, which nearly resulted in it tipping over. This is not only inconvenient but also hazardous for those with mobility aids or pushchairs.</p> <p>I would like to know if this situation was planned and if accessibility was considered during the planning process. It is key that such considerations are made to ensure the safety</p>	Langmoor Gardens	09.06.24	<p>Operations Manager/support services manager</p> <p>Lyme Regis Museum director</p>	<p>Emailed back to apologise.</p> <p>Support services manager raised the issue with the director of Lyme Regis Museum.</p>

		<p>and convenience of all visitors.</p> <p>It would be appreciated to have a response as soon as possible and assurance that accessibility will be prioritised in future events.</p> <p>Thank you for your attention to this matter.</p>				
192	11.06.24	<p>Hello, I've just had a lovely stay in Lyme Regis. Me and my family commented on how clean the town is and how well kept the roads are. However, the seagulls are a real issue on Lyme Regis beach - in fact today, a member of our group (who had just arrived) got mugged of her ice cream by a seagull who cut her cheek in the process and she was bleeding. I really think there should be more warning signs about the seagulls along the walk way, and that the food kiosks should also warn customers to conceal their food. That way, seagulls will have less success and hopefully stop hanging around. People are wasting so much money on food that is being stolen by seagulls (I saw it happen at least ten times over three days) and it will no doubt taint their experience in Lyme Regis.</p>	Seafront		Operations Manager	Emailed back to say the complaint had been logged.
193	17.06.24	<p>Kiosk deck chairs being on the walkway and in the way of people trying to walk/cycle past. Also the sheer amount of people queing and blocking the walkway.</p>	Kiosk/seafront	Ongoing	Operations Manager	Operations manager discussed the issue with the Kiosk.
194	29.04.24	<p>Travellers on playing field.</p>	Anning Road playing field	29.04.24	Management team	Gypsy and traveller policy and procedure implemented.
195	09.07.24	<p>I am writing to express my concern that the steps that lead up past the west side of Steps Restaurant are covered in cooking oil which is not being effectively filtered by the kitchen</p>	Steps next to SWiM	09.07.24	Operations Manager/operations supervisor	Area was power washed on 8

		<p>extraction fan.</p> <p>The steps are stained with fat which makes the steps slippery and a serious hazard, especially following rain.</p> <p>I would suggest a safety inspection be undertaken and a suggestion that a more effective filtration system be installed by the owners as a matter of urgency.</p> <p>I attach several images in support.</p>				August.
196	05.08.24	<p>I was speaking to David Sarson about my concerns regarding the apparent anarchy with regard to traffic flow and parking management around the sea front that gets worse and worse. He said email the town clerk.</p> <p>I am a member of the gig club and the bowling club so regularly travel in and out of Lyme by car. Recently there has been gridlock on several occasions. The signs at the top of the Cobb Road are not fit for purpose as they are routinely ignored.</p> <p>I think it is time for the council to consider a radical new approach to traffic management in order to allow businesses and clubs to flourish and tourists to have a less problematic time parking.</p> <p>Clovelly bans all cars, Central London is a private car-free zone these days so what i am suggesting is neither new nor an issue of scale.</p> <p>I think you need to create a 500-750 space park and ride facility in addition to the existing facility and provide bus access from 08.0 - 23.00. All private cars would be banned and the</p>	Whole town	Ongoing	Town clerk	Emailed back to confirm this matter would be considered by the traffic and travel strategy working group

		<p>Cobb Gate car park round the clock become disabled only. Turn the sea front road into a pedestrian area.</p> <p>Offer permits to all businesses and clubs for sea front parking in a set of redeveloped lots on Monmouth beach. Holiday statics and huts that already have parking within their property will retain this.</p> <p>Properly planned and implemented I expect this project could pay for itself and it would dramatically improve the Lyme experience for residents, businesses and visitors.</p>				
197	05.08.24	<p>Dear Lyme Regis Town Council,</p> <p>I am writing to you after reading the article in the Daily Telegraph 5th August.</p> <p>We stayed in Lyme Regis for a week 20th to 27th July and know Lyme well as we used to have a flat above the Good Food store so are very familiar with Lyme & seagulls.</p> <p>I (aged 62) was attacked twice in Lyme from behind during the week once losing a cheese straw and then my ice cream. Both times I thought I was being careful as I held my food close to my chest but both times the seagull came from behind and hit my neck which caused minor bruising.</p> <p>I understand Seagulls are a protected species but for the good of Tourism I would urge you to take some action. Perhaps you could consider removing eggs before they hatch or feeding seagulls food to stop them reproducing.</p> <p>I was not traumatised or hurt but a child would</p>	Seafront	20.07.24 – 27-07.24	Operations Manager	Responded to email to outline council's seagull policy

		<p>have found both incidents distressing.</p> <p>I look forward to hearing from you</p>				
198	12.09.24	<p>Thank you for your response. I will refrain from using the app when in Lyme Regis and also encourage others to do the same and remove it from my phone.</p> <p>I have never had a problem using other parking apps in Devon or Somerset carparks.</p> <p>£15 was extremely expensive for 5 hours parking. If I made an error using the App perhaps it's not fit for purpose?</p> <p>I would encourage the council to reconsider the App they are promoting/using in their carparks when the contract comes up for renewal.</p>	Car park	12.09.24	Operations manager	Email response sent.
199	26.07.24	<p>Pallets left outside Lyme Rocks need to be moved, keep building up and he has made multiple complaints in the past and nothing gets done about it.</p>	Area under Guildhall archway	Ongoing		
200	26.07.24	<p>I have just read that the No 71 will stop at the end of August. How very sad! I am the manager of 44 retirement flats in Lyme Regis and many of the residents here rely on that bus – many no longer have cars. It will mean that they are restricted when going out and will be confined to their homes. I know that nowadays everything can be ordered on line but this will affect their mental and physical health. Please could you add my comments when discussing this with Dorset Council.</p>		Ongoing		

201	02.08.24	With regards to the new sapling and plaque, in Lister Gardens, commemorating the Coronation of The King. My observation then, was that the wording on the plaque appeared to highlight the Mayor of Lyme Regis, as opposed to the Monarch, who should have been predominant on the engraving.	Langmoor Gardens	02.08.24	Town clerk	Town clerk responded to email
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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:
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Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
123	17.07.24	What a treat on my visit to Lyme last week to see so many wild flower plots livening up the town in a riot of colour. So good to see after the monotone of no-mo-May. Keep it up.	Whole town	Operations manager	
124	01.08.24	We are enjoying our holiday in Lyme Regis having been regular visitors for many years. We are grateful to enjoy this lovely town and would like to pass on special thanks to those people who work so hard behind the scenes to keep the town and beach so clean. Yesterday evening my husband noticed that the BBQ Disposal Bin was unable to accommodate any more and he mentioned it to a member of LR Town Council staff who dealt with it without delay. Today Alan from Glen was cleaning the toilets on Marine Parade which he did really thoroughly leaving them clean and tidy for everyone to use. These jobs are not easy but make a huge difference to everyone. With our thanks	Town and beach	Operations manager	Comments passed on to staff
125	07.08.24	Could you please express my delight to the town council workers who replaced the juggling hare - in a MUCH better position.	Langmoor Gardens and Jubilee Pavilion	Support services manager	

		<p>I also notice the clock on the shelters has been mended. Brilliant.</p> <p>Thankyou!</p>			
126	07.08.24	<p>At the last mtg of Turn Lyme Green we discussed the wonderful wildflowers that the council have planted above Church Cliff Beach. The group asked me to write to LRTC to say how much TLG welcomed this display and to congratulate the Town Council on this new development.</p> <p>We have all heard many people comment favourably on this initiative and we would love to see more of it around Lyme Regis.</p> <p>I would be grateful if you could bring our views and congratulations to the attention of councillors.</p>	Church Cliff Beach area	Operations manager	
127		<p>I just wanted to make contact to congratulate you on the Park and Ride you have organised again this summer. The park and ride makes it so much easier to visit Lyme Regis with a large convenient car park and reliable buses. Add to that, the drivers were friendly and helpful and not to mention skillful in negotiating the narrow streets. Once again, thank you.</p>	Park and ride	Deputy town clerk	