



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, Cllr A. Wood

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 6 November 2024** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
31.10.24

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 18 September 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 18 September 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. To receive the minutes of the Traffic and Travel Strategy Working Group meeting held on 21 August 2024

10. Future Use of Langmoor Room

To allow members to consider the future use of the Langmoor Room

11. Dog-related Public Space Protection Order

To inform members of the outcome of Dorset Council's review into the Dog-related Public Space Protection Order, specifically the removal of the on-lead restriction

12. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 14 September and 30 October 2024

13. Exempt Business

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 SEPTEMBER 2024

Present**Chairman:** Cllr M. Ellis**Members:** Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr P. Evans, Cllr S Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr J. Trevena**Officers:** M. Green (deputy town clerk), A. Mullins (support services manager), AK Mullins (property and projects assistant), A. Turner (operations manager)**Other members:** Cllr A. Wood

24/23/TMH

Public Forum**M. Denney**

M. Denney spoke in relation to agenda item 14, 20mph Speed Limit Proposals. He believed the whole town should be a 20mph zone to create a smoother, quieter, safer town. Although the speed limit would not be policed, he said it would be self-policing and you couldn't drive more than 20mph in most of the town anyway. He said narrow or no pavements were an issue and those who objected would say it was impossible to drive slowly uphill, but this wasn't the case.

L. Gooden

L. Gooden spoke on the same agenda item. She said Woodmead Road was used as a racetrack so 20mph in this road would be beneficial and safer for everybody.

B. Bawden

B. Bawden spoke on the same agenda item. She had been working on the 20mph at the request of residents for over two years and had been involved in Speedwatch monitoring and the town council's public engagement. She said in Devon and Cornwall 20mph limits were introduced where communities asked for it. She said places like London and Manchester were way ahead in mobility, accessibility and road safety, making them calmer, safer and more accessible. She couldn't understand why it was so hard to achieve in Dorset. She said the council's traffic and travel working group had developed a vision and a 20mph scheme for most of the town was part of that, as well as making it more accessible and safer. She said a 20mph scheme was the first step in doing what a lot of other places were already doing and Lyme should put people first, not motorists.

C. Hemsley

C. Hemsley spoke on the same agenda item. He spoke about electric cars and how difficult they were to hear and how much bigger cars were these days. He said a wider 20mph zone would go some way in recognising there was a safety element with bigger cars. He said there was no signage so this could be looked at. He said he just wanted Lyme Regis to be safer.

J. Breeze

J. Breeze spoke on the same agenda item. She congratulated the council for setting up the traffic and travel working group and agreeing to fund a speed indicator device in lower Sidmouth Road, where Speedwatch volunteers had recorded excessive speeds. The 20mph consultation was welcome, highlighting residents' concerns. She said 20mph had a positive impact and she was happy to share data with anyone who had concerns about the scheme. Although it had been suggested 20mph was introduced only around Anning Road and Woodroffe School, she said few children lived within close proximity to the schools and this wouldn't benefit the majority of Lyme residents, 53.7% of whom were in favour of 20mph. She favoured a wider scheme but felt it should include Sidmouth Road, Pound Road and Pound Street; she couldn't understand why Sidmouth Road couldn't be included as other parts of the A3052 were, and there were large stretches with no pavements, forcing people onto the road. She was concerned there would be an accident or an emergency vehicle wouldn't be able to get through. She supported a wider 20mph zone and asked the council to pressure Dorset Council (DC) to invest the income it generates in car parks to address residents' concerns.

R. Smith

R. Smith spoke on the same agenda item. He was concerned about traffic speed at the top of Sidmouth Road, particularly the area above the speed indicator device which was steep. He gave statistics on traffic speed related to the likelihood of being killed when hit and said the steep downhill increased the distance cars needed to slow down. He said this section must not be excluded from the 20mph scheme, especially as children used it to walk to Woodroffe School and elderly people used it to get to the town or bus stop. Residents also found it dangerous turning out of side roads. He said the 20mph speed limit was an opportunity to make the town a special place and similar schemes were in place elsewhere. He said the town council had a responsibility towards residents' safety and the 20mph limit was a great opportunity. He asked members who didn't have to walk on busy, unpaved roads to think of residents who did and not to implement half measures, especially as the area was not served by the town bus. He asked members to recommend a 20mph limit across the widest possible area, providing the widest possible protection to residents and doing everything they could to ensure no one was hurt or killed.

L. Smith

L. Smith spoke on the same agenda item. She formerly attended Colyton Grammar School and walked down Sidmouth Road to catch the bus and regularly had to walk on the verge because vehicles were so close. She said people got a lift to the bus stop, even if they lived within walking distance of the bus stop. She felt it was important this area was addressed with a lower speed limit.

24/24/TMH Apologies

Cllr G. Stammers – holiday
Cllr G. Turner – work commitments

24/25/TMH Minutes

Proposed by Cllr P. Evans and seconded by Cllr C. Aldridge, the minutes of the previous meeting held on 5 June 2024 were **ADOPTED**.

24/26/TMH Disclosable Pecuniary Interests

Cllr A. Wood declared a pecuniary interest in agenda item 15, Installation of Communication Boards in Play Areas, and he would leave the room for this item.

24/27/TMH Dispensations

There were none.

24/28/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 5 June 2024

Outdoor gym equipment

The operations manager confirmed the meeting with the supplier was taking place on 20 June 2024.

CCTV

The deputy town clerk said a draft licence had been received from DC for the pole and camera next to the skatepark. Officers had confirmed there were no issues so it was hoped the licence would be completed soon.

It was agreed members would be updated via the briefing.

24/29/TMH Update Report

Accreted land

The deputy town clerk said there had now been contact from DC's property team so he hoped this would move things forward. However, there were likely to be some issues to address as the property team had not been previously involved and wanted to re-visit some of the earlier decisions. He added DC was offering to pay the old rent while discussions were ongoing and a further report to the Strategy and Finance Committee in October may be required.

Town bus

The deputy town clerk said he was progressing discussions with Beaminster Town Council about the possibility of using its 16-seater minibus on weekdays, as it was currently only used on a Saturday. He was also looking at the town council buying a bus and running it using local volunteers, or the third option was to buy a bus and get a commercial operator to operate it on the council's behalf. He said First was prepared to do this and costed options would be presented to the Strategy and Finance Committee.

24/30/TMH Town Management and Highways Committee – Objectives

Members noted the report.

24/31/TMH 2025-26 Budget Proposals

The committee put forward the following objectives: Woodmead car park drainage, Bell Cliff steps, town bus, car park machines, gardens' paths, removal of soil from the Monmouth Beach area, gardens' handrails, refurbishment of the gazebo, traffic and travel working group projects, and a one-way system.

24/32/TMH Emergency Planning Procedure Review

It was agreed as the contact number for all office staff was the office number, this section could be removed.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Emergency Planning Procedure, with an amendment to remove office staff telephone numbers.

24/33/TMH A Member Request to Join the Travel and Transport Working Group

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllr J. Trevena to the traffic and travel working group.

24/34/TMH Local Heritage List and Lynch Safety Issues

The deputy town clerk said the council may be notified of more heritage assets as time went on.

The deputy town clerk said if the council said it didn't want railings on the lynch, he was sure DC would not pursue it. However, the issue of the repair of the lynch walls was an ongoing issue because it was in a poor and worsening condition.

Members were generally not in favour of railings because there had been no other incidents of someone falling into the river and there was a concern they could cause more accidents.

It was suggested the vegetation should be removed from the top of the wall to help people see where the edge was.

The deputy town clerk said the last time the vegetation was removed it was carried out jointly by the town council, Dorset County Council and West Dorset District Council, led by Dorset County Council. As the title wasn't registered, it wasn't clear which council owned the lynch, and the Environment Agency claimed not to have any responsibility.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to note the inclusion of various local assets in a 'Local Heritage List' being compiled by Dorset Council and to not support the installation by Dorset Council of heritage railings along the river side of the Lynch as a pedestrian safety measure.

24/35/TMH The Gazebo

It was suggested the proposed inscription be amended from 'For the people of Lyme Regis to rest a while' to 'For all to rest a while'.

Proposed by Cllr P. May and seconded by Cllr J. Trevena, members agreed to **RECOMMEND TO FULL COUNCIL** to name the gazebo The Gardens Pavilion and to engrave of the inside of the structure: 'For all to rest a while'.

24/36/TMH 20mph Speed Limit Proposals

The deputy town clerk said Sidmouth Road, Charmouth Road and Timber Hill did not meet DC's normal criteria for a 20mph limit and would probably not be supported by them. However, the council could submit an application which included a wider area, which would require DC to give a written indication about whether these roads could be included. He said the DC panel which considered applications was due to meet on 2

October 2024, so a draft application could be submitted to that meeting, but any final decision would be made later.

However, it was noted any recommendation from this committee would not be resolved by the Full Council until 23 October 2024 so a draft application could not be made to the panel on 2 October 2024.

Several members felt a blanket scheme across the town was excessive and a 20mph limit was only required outside schools, nurseries and youth clubs and roads where drivers tried to exceed the speed limit. There was also concern there would be no enforcement of the speed limit, so people would not adhere to it.

Several members were in support of a wider 20mph area as it would be much simpler, less signage would be required, and it would be cheaper because signs would only be required at the entrances to the 20mph zone and not within it when drivers moved between a 20 and 30mph area.

A member asked if the council could challenge DC's criteria for introducing a 20mph limit.

The deputy town clerk said the reasons DC gave for Charmouth and Sidmouth Roads not meeting the criteria were that the measured vehicle speeds on these roads were well in excess of 20mph, and their function as a strategic route, rather than a residential road. He acknowledged this disregarded the concerns of residents who lived in those roads, but the way to test this was to make a draft application and to include these roads, and any others, not included in the DC plan.

Cllr P. May requested a recorded vote on the following motion:

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to propose a draft area of roads shown brown on the Dorset Council plan plus the top of Broad Street, Pound Road and Cobb Road and Sidmouth Road up to the junction with Shire Lane for a 20mph speed limit.

Voted for – Cllr P. May, Cllr S. Cockerell, Cllr C. Aldridge, Cllr J. Trevena, Cllr P. Evans

Voted against – Cllr G. Caddy, Cllr C. Reynolds, Cllr S. Larcombe, Cllr M. Ellis

Abstentions – None

Cllr A. Wood did not vote as he was not a member of the committee.

Cllr A. Wood left the meeting at 8.19pm in line with his declaration of pecuniary interests.

24/37/TMH Installation of Communication Boards in Play Areas

It was suggested there could be a third communication board on the seafront near the beach recycling box.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to support the intended installation of 'Communication Boards' at the Anning Road and Henry's Way play areas and on the seafront near the beach recycling box at a total cost of approximately £450 + VAT and funded from within existing budgets.

It was noted further quotes would be obtained.

Cllr A. Wood returned to the meeting at 8.23pm.

24/38/TMH Cobb Road Closure

Members noted the report.

24/39/TMH Complaints, Incidents and Compliments

Members were concerned about reports of the steps next to SWiM restaurant being slippery due to cooking fat from the restaurant's extractor and asked if further action needed to be taken.

The deputy town clerk said he was already dealing with this and the restaurant had made modifications to the extraction system but it hadn't worked. He said he would take it up again with the owners and if it continued to be a problem, he would bring it back to members.

24/40/TMH Chalet and Day Hut Sites at Monmouth Beach

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

24/41/TMH Exempt Business

a) Chalet and Day Hut Sites at Monmouth Beach

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to instigate proceedings to repossess the site of Monmouth Beach day hut 23 if there is no suitable, new replacement by 31 October 2024, and to instruct officers to write to the owners of Monmouth Beach chalet 18 and give them until 31 March 2025 to get permission for and to install a new chalet acceptable to Lyme Regis Town Council as landowners, or the site will be repossessed.

The meeting closed at 8.40pm.

Committee: Town Management and Highways

Date: 6 November 2024

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 18 September 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

Accreted Land/Lease/Harbour

Members have previously received reports about Dorset Council's harbour-related use of this council's accreted land at Monmouth Beach. Most recently the reports had focused on problems with finalising the 'agreed' terms for the use of the land and payment of the reviewed rent.

Substantial progress has been made in the last few weeks and all Heads of Terms have been finalised and approved by their property team prior to the lease being prepared for signature. Confirmation has been received that an initial £6k will be paid straight away, and the balance paid as soon as the lease has been completed, for which a deadline of 30 November 2024 has been provided.

The latest position with the planned Stage V works was reported to a recent meeting of the 'Harbour Consultative Group' and a verbal update will be provided at this meeting.

Town Bus

A comprehensive report was taken to the 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.

At the last meeting of this committee on 18 September 2024, members received a detailed report about the town bus service and discussed the matter at considerable length.

It was resolved to approve placing an advert in local media, social media and on the council's website inviting interest from members of the community willing to drive any replacement bus on a voluntary basis, and to authorise the town clerk, in consultation with the mayor, deputy mayor and chairman of the Town Management and Highways Committee, to agree any measures to secure continuity of the town bus service, including placing an order to either buy or rent a suitable mini bus (up to a maximum of £55k + VAT or £1000+ VAT per month respectively) if sufficient suitable drivers can be secured and all other required service arrangements put in place.

Since the last meeting, the matter has moved on significantly and considerable further work has been undertaken. At the meeting of Full Council on 23 October 2024, it was reported:

- Adverts have been placed in the press, on social media and around the town seeking expressions of interest from potential volunteer drivers. To date, three approaches have been received.
- First have confirmed they are unable to staff and manage a service utilising a vehicle owned and provided by this council, primarily due to the lack of a suitable 'back up' vehicle to cover the route during any 'down' time of the primary vehicle.
- Beaminster Town Council has indicated that they are unable to offer their bus to provide a service in Lyme, primarily as a result of having further investigated insurance and liability issues.
- Much more work has been done on the cost and availability of suitable vehicles, both new and nearly new. This confirms that the budget approved at the last meeting should be sufficient to cover the one-off costs of a new vehicle and more than sufficient if a nearly-new vehicle is chosen. There are pros and cons to both approaches, the main cons to choosing a new vehicle being cost and lead time, which could be as long as February 2025. A lease/hire option is not looking feasible given the nature of the planned use.
- The council's current insurer has been approached about providing suitable cover. There remains more work to be done in this respect, but issues can clearly be overcome, as demonstrated by the 'Beaminster service'.
- Much more work has been done to look at ongoing operating costs. This suggests that annual costs such as insurance, servicing and repairs, service registration, fuel and other consumables, should total no more than the cost of subsidising the 'old' service 71, which amounted to about £16k in 2023/24. This is before fare income or reimbursement is taken into account. Based on previous usage, this could cover most of the costs of running the service, excluding vehicle depreciation. The precise level of 'income' would depend largely on the fare chosen. Previously, this was £1 per journey, but it could be increased from this level, especially given the very high percentage of concessionary fares involved.
- At present, the working assumption of officers is that the service will operate three days per week, Monday, Wednesday and Friday. Any change from this assumption would alter the costs and income.
- Officers have concluded, after discussions with suppliers, that an electric minibus is not currently feasible. Although available and broadly price comparable, the range is quite limited and the operating conditions in Lyme, comprising very short journeys, hill starts and a generally difficult operating 'environment', have led all suppliers to recommend a Euro 6.3 compliant diesel vehicle. Officers would look to chose a vehicle which could operate on 100% biodiesel and which could be fueled from the intended tank at the newly refurbished beach store. This would reduce related CO² emissions by about 90%.

Since that meeting, the number of expressions of interest in driving any bus has increased to five. In addition, the intention is to re-run the advert and to also invite interest from those able to assist but not necessarily drive. The experience from Beaminster is that a 'crew' of two helps considerably with ticketing, passenger assistance and opening and closing the door, for instance.

Any further updates will be provided verbally at the meeting.

24/32/TMH – Emergency Planning Procedure Review

The updated emergency planning procedure has been published on the website and emailed to members.

24/34/TMH – Local Heritage List and Lynch Safety Issues

Dorset Council was informed about this council's views, which are consistent with those of the ward member, by email on 24 September 2024. By response on 27 September 2024, Dorset Council's

facilities manager replied 'I believe your approach is going to be best suited to resolving the situation around the Lynch path' and 'I will pursue this approach, and be back in contact with you.'

To date, no further response has been received from Dorset Council.

24/35/TMH – The Gazebo

Work to renovate the gazebo will start on 4 November 2024 and will take up to three weeks to complete. A meeting took place on site with Janette Edmonds and Nigel Williams on 31 October 2024 to discuss the planting scheme around the gazebo, which will have a Bermudan theme.

24/36/TMH – 20mph Speed Limit Proposals

Further to the discussion at the last meeting of this committee on 18 September 2024 and the decision of Full Council on 23 October 2024 to approve the recommendation 'to propose a draft area of roads shown brown on the Dorset Council plan plus the top of Broad Street, Pound Road and Cobb Road and Sidmouth Road up to the junction with Shire Lane for a 20mph speed limit', Dorset Council has now advised that a panel meeting to consider applications has been arranged for 29 November 2024, with a deadline of 10 November 2024 for the receipt of submissions.

A draft application will be prepared in accordance with the above decision and submitted by the deadline for consideration by Dorset Council's panel.

The panel meeting is not open to the public and neither will officers of this council be able to attend.

Any decision/feedback from the panel will be shared with members in when received.

24/39/TMH – Complaints, Incidents and Compliments

SWiM has employed a specialist contractor to advise and remedy the problems caused by their extractor fan. He has visited site and carried out initial works. Further works are planned, and the situation is being monitored by both parties.

24/40/TMH – Chalet and Day Hut Sites at Monmouth Beach

The deadline of 31 October 2024 for the replacement of the day hut at plot 23 Monmouth Beach has passed with no action having been taken by the licensee. No written or verbal communication of any kind has been received and neither has the site fee been paid. The council's solicitor is now instructed.

The situation with Plot 18 is more complicated and has necessitated the involvement of the council's solicitor from the outset.

If members would like a more comprehensive confidential update then this can be provided at the end of the meeting.

Mark Green
Deputy town clerk
September 2024

Committee: Town Management and Highways

Date: 6 November 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 to contact the front desk.

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, including what happened to the 'A35 group' meetings which are, apparently still taking place but to which this council appears not to be invited.

Monmouth Beach land movement

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 to be undertaken has been slightly delayed due to a change of contractor but they have now completed monitoring at Lister and Langmoor Gardens and will commence work at Monmouth Beach very shortly. Both sets of results will be analysed by geotechnical engineer Peter Chapman, before being reported to the 8 January 2025 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 January meeting, but has also been included in 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.

In addition, the planning permission for the 'Western Beach' chalets requires renewal and Peter Chapman is also dealing with this because of the need to address various flooding and geotechnical concerns within the application. The date for renewal is 3 March 2025 and it is possible the application will draw comments from either Natural England or the Environment Agency. The last permission included new conditions about a flood evacuation plan and other measures.

Drainage at Woodmead car park extension

The scheme design has now been completed and then tender specification and documentation prepared by Peter Chapman Geotechnical. This resulted in a considerable increase in the estimated total costs of the project. This situation was reported to the 9 October 2024 meeting of the Strategy and Finance Committee when members agreed to increase the budget for the works to £130k.

The intention is to invite tenders from suitable contractors with a return date of the end of November/early-December and a target programme for works of late-January to Easter 2025.

If this can be achieved, then the works will need to be carefully phased to minimise the impact on car park users, including resident permit holders, and Woodmead Halls.

Perimeter wall – Churchyard

Progress with this project continues to be 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. The input of Dorset Council's conservation officer has also been sought in an attempt to clarify the 'status' of the wall, in particular whether it is considered to be Grade II or Grade I Listed.

A more detailed structural and condition assessment has been received and an urgent discussion is being sought with the surveyor currently dealing with the work. Any verbal update will be provided at the meeting.

As previously reported, it had been 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. This strategy is currently 'on hold' until the status of the wall has been definitively resolved.

Cemetery Lodge

Planning permission has been approved and Building Regulations approval obtained and Minster Building Contractors Ltd appointed as the contractor for these works as previously agreed.

Their confirmed programme of works commenced in early-October 2024 and completes in mid-March 2025. A start on site was made on 6 October 2024 and work is now well underway.

Minor changes to the initial specification continue as the fabric of the building is 'opened up' and issues previously 'hidden' are revealed. Some previously undetected structural issues have been identified which require additional works to brace the roof and walls. The expectation is that these works can be contained within the contingency sum and will not impact the overall budget.

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 substantially complete. The work is on budget but the final part of the programme has slipped due primarily to issues with meter

relocation and subsequent supply reconnection and testing. This is NOT the fault of the contractor. National Grid (NG) misidentified the meter type and this has led to a significant delay, despite huge pressure being put on NG and the utilities' supplier to expedite the issue. The final completion date will be reported verbally at the meeting and members will be invited to inspect this building and the Harbour Store, probably in early-December.

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.

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 is the subject of a separate report on this agenda.

Office Project

Since the last update report to this committee, 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. The move has not yet been happened and further discussions are scheduled to take place over the next few days 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 almost complete on space planning. Where these works involve 'knocking through' between units, this has already been discussed and agreed in principle with the trust. Further discussions are taking place with the Trust and their Board on 6 and 7 November.
- The council's preferred 'building services' partner (Crickmay Stark) is 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, layout plans have been prepared, discussed with staff and a preferred layout finalised.
- 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. It had been hoped to bring that to this committee but the intention is now to bring it to Strategy and Finance on 27 November.

Car parking at the St Michael's site remains an issue, although two spaces on site have been secured. Some staff will have to continue to park in the 'Guildhall car park' or at 'the cadet hut' site.

As previously reported, 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 spring 2025 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.

As previously indicated, the cost of the work has exceeded the original budget allocation of £1,000.

The additional expenditure of £1,500 is unbudgeted and was reported to the meeting of the Strategy and Finance Committee on 9 October 2024.

Boylos Watersports – Lease Assignment and Rent Review

The new lease and its approved assignment to Jurassic Coast Photography and the accompanying Deed of Surrender by Boylos, was completed on 4 October 2024, three days later than intended. The slight delay was largely as a result of having three sets of solicitors involved, all of whom needed to get various documents signed or sealed in the appropriate sequence.

The new tenant is now trading from the premises.

Amusement Arcade lease renewal

This is being progressed via the council's solicitor. The renewal date is in November 2024 but an extension has been agreed between the solicitors to give time for the legal work to be completed. There are no financial consequences to this delay, the rent payable remains unchanged.

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 agent has agreed to brief the council on progress, probably in mid to late-November. The suggestion is that all members be invited to a separate informal briefing and the details will be circulated in due course

MUGA

Peter Chapman has completed further levels, services and survey work relating to the previously agreed preferred location adjacent to Anning Road. In particular, he has designed and cost estimated

the retaining structures required in this location having regard to the levels and proximity to the highway.

The MUGA providers are being asked to re-price their proposals having regard to this additional information. This is not expected to result in the approved budget being exceeded. The intention remains to complete this work during the current financial year.

Any further update will be provided verbally at the meeting.

Harbour Store

Work is nearing completion and is on budget and programme. The likely completion date is 26 November 2024, including the installation of the base and associated security works from the agreed biodiesel tank.

As with the amenities hut, a full post-completion report will be provided to members, probably to the 8 January 2025 meeting of this committee.

Members will also be invited to inspect the facility, probably in early-December.

Memorial Benches

During discussion of fees and charges at the meeting of the Strategy and Finance Committee held on 9 October 2024, it was suggested that officers should consider a policy for the management and replacement of memorial benches, the concern being that the current arrangements suggested an almost open-ended commitment to maintaining benches at this council's cost.

A suggested policy will be brought to the next meeting of this committee on 8 January 2025. In the meantime, officers will investigate how other councils deal with this matter and also consider the recent change to composite benches with an uncertain lifespan and the different challenges presented in terms of long-term management/maintenance.

Mark Green
Deputy town clerk
October 2024

Committee: Town Management and Highways

Date: 6 November 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 11 December 2024.

Mark Green
Deputy town clerk
October 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> <p>Final lamp head to be delivered 12 November 2024. All lamp columns have been refurbished.</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> <p>Agreed at the Full Council meeting on 23 October 2024 to appoint IPS to replace three car parking machines at Woodmead car park. Installation date to be confirmed.</p>
Replace gardens' handrails	10	March 2025 October 2024	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.</p>

					2024-25 work is complete and ahead of programme. Officers are optimistic the programme can be completed in 2025-26.
Drainage at Woodmead car park	50	December 2024 June 2025 31 March 2025	MG	TMH	<p>Works to commence in October 2024.</p> <p>Peter Chapman to complete tender specification. Report about likely cost increase to Full Council on 4 September 2024. Revised budget estimate £130k.</p> <p>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.</p> <p>It was agreed by the Strategy and Finance Committee on 9 October 2024 to proceed with the planned work as soon as possible. Tender documentation to be sent out during November, with tender return by the end of November. The intention is to start work early in 2025, with a completion by Easter, although this is dependent on contractor availability and lead-in time.</p>
Repair church walls	30	July 2024 March 2025	MG/AKM	TMH	<p>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.</p> <p>Repairs notices to be served on all neighbouring properties. Work is likely to start in September/October 2024.</p> <p>Repairs notices served, but Diocesan Registrar</p>

					<p>now involved in permissions process, which may delay implementation.</p> <p>A full survey has been received, which suggests a total cost significantly above budget. Discussions are ongoing with the surveyor, the Diocesan Registrar and Dorset Council's conservation team.</p>
Purchase a mulching mower	1,75	June 2024	MAD	TMH	<p>Order has been placed, delivery is expected by June 2024.</p> <p>Mower has arrived.</p>
Replace BBQ bins	2,73	June 2024 October 2024	AT	TMH	<p>Order has been placed, delivery is expected in June 2024.</p> <p>Delivery expected in July 2024.</p> <p>Bins not yet delivered. Order being chased. Delivery of six bins expected in October 2024.</p> <p>Bins have arrived and are in store, ready to be installed before end of March 2025.</p>
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> <p>Final plans received. Tender documents are being produced, with a view to seeking prices prior to Christmas.</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 amenities hut, harbour store, cemetery lodge, MUGA and office move/sale.</p>
Refurbish cemetery lodge	125	December 2024 February 2025 March 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</p>

					<p>contractor. Planning and building regulations applications submitted. Contractor has submitted detailed programme of works commencing on 7 October 2024 for 20 weeks.</p> <p>Work on site has commenced.</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 November 2024	PW/AKM	TMH	<p>MAD to work with the operations supervisor to deliver the project. Work to take place outside of the football season.</p> <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> <p>Contractor identified. Once appointed, the work is expected to take three days to complete.</p>
Install a defibrillator at the	1,5	October 2024	AT	TMH	The defibrillator will be installed following the

amenities hut		November 2024			completion of the new amenities hut, programmed for early October. Now programmed for early-November.
Install a secure card link at the amenities hut	15	May 2024	MAD	TMH	Officers are investigating a new wireless payment system for the amenities hut. Now using 4G/5G and fully operational.
Recommendations from the Traffic and Travel Working Group, including improvement of the town bus	10	March 2025	MAD MG/AT	TMH	Projects will include the 20mph zone, improvements to the town bus, improving pedestrian safety on Cart Road and park and ride. 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. Following a recommendation from this committee, it was resolved by the Full Council on 23 October 2024 to make a draft application to Dorset Council for a 20mph scheme in Lyme Regis.
Install new and replace existing CCTV	86	October 2024	MG	TMH	The installation of new cameras has been carried over from 2023-24 and the replacement of existing CCTV is a new project for 2024-25. Four of the six new cameras are operational and can be viewed in real time from the control room at the shelters. Arrangements for linking to the Dorchester control centre still need to be agreed with Dorset Council. An initial meeting has now taken place. Planning permission is awaited for the skatepark camera. The Baptist Church

					<p>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> <p>Progress now being made with Dorset Council/BT. BT will install a link in the Marine Parade Shelters control centre to enable transmission of images to the Dorchester control centre.</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> <p>Dorset Council has agreed to pay the value of the previous lease until the new lease has been resolved. Officers have given Dorset Council until the end of November to complete lease negotiations and confirm payment.</p>
Replace Langmoor Room door	7	June 2024	MAD	TMH	<p>This project has been carried over from 2023-24. Quote obtained for £2,900.</p>

		October 2024			Order placed. Long lead time of 8-10+ weeks. Door has been replaced.
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. Works are nearing completion, only minor electrical and external works to be completed, plus installation of a biodiesel tank. Fire extinguishers to be installed mid-November.
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.
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.

					Equipment installed and open to the public. Fitness demonstration for the public with Fresh Air Fitness on 9 November 2024.
Replace the amenities' hut	157	October 2024 November 2024	MG	TMH	<p>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.</p> <p>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.</p> <p>Final completion delayed by problems with meter change and electrical connections/testing. New date for practical completion is 6 November 2024.</p>
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 April 2025	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>

					Geotechnical engineer Peter Chapman has done a drawing and specification for a retaining wall, which is being shared with MUGA providers to obtain a revised quote. The intention is to choose a provider and proceed with the work as soon as they are able to mobilise, with completion before Easter 2025.
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LYME REGIS TOWN COUNCIL

**TRAFFIC AND TRAVEL STRATEGY WORKING GROUP MEETING 12
MINUTES OF THE MEETING HELD ON MONDAY 21 AUGUST 2024
AT 10.00AM IN THE COUNCIL OFFICE'S MEETING ROOM**

Attendance

Chairman: Cllr C. Aldridge

Members: Cllr S. Cockerell , Cllr G. Caddy, Cllr M. Ellis, Cllr P. May

Non-members: None

Officers: Mark Green, deputy town clerk

1. Election of Chairman

It was unanimously agreed that Cllr C. Aldridge be elected chairman of the working group.

2. Invited non-councillor members

In response to questions from the chairman and other members, the deputy town clerk explained his understanding that the involvement of the ward member in this and other issues was intended to be through the arranged regular 'ward meetings'. This would be consistent with the approach taken with the previous ward member, who did not sit on council committees or working groups.

The deputy town clerk assumed Alan Bristow would be invited to future meetings of the group.

3. Proposal for a one-way system from Neville Causley

Mr Causley explained that he was a taxi driver/operator and, having worked in the town for many years, he had developed some ideas which he felt would improve local traffic and transport issues.

He explained his thoughts with reference to a plan of the town, which he subsequently left for the council to consider further.

The working group discussed the presentation and thanked Mr Causley for his thoughts and ideas, but explained that Dorset council was the highway authority and no major changes to traffic flows or restrictions could be made without their agreement.

4. Town bus

The deputy town clerk explained the latest situation with the town bus.

The group noted his update and emphasised the importance to local residents of finding a workable solution to the loss of Service 71.

5. Park and ride (including comments from John Cesarani)

The deputy town clerk explained the latest position with the park and ride planning application and his thoughts on how the service might develop in future.

Members noted the update, together with the comments of Mr Cesarani. The general view was that any strategic approach such as that promoted by Mr Cesarani could only be done via Dorset Council as highway authority.

6. 20 mph scheme (including recent analysis of survey by Cllr. J. Trevena)

The deputy town clerk updated the group on his latest understanding of the process required to be gone through in order for any scheme to be implemented. He explained the general criteria used by Dorset Council in assessing any application and emphasised the final decision about any scheme was theirs, as highway authority.

He noted the analysis undertaken by councillor Trevena, which seemed to indicate an almost equal split of opinion amongst local residents. He emphasised that one assessment criteria was evidence of community support.

The group noted the update and that further reports would be taken to the relevant committee in due course.

7. Signage

The deputy town clerk reported that he had spoken with Highways England and, whilst they had been extremely helpful, it had also been emphasised to him that they could only deal with principal highway authorities over matters such as signage to and from strategic routes, including the A35.

He would endeavour to engage again with both Devon County Council and Dorset Council and would report back in future.

The group noted the update and hoped that both principal authorities would be more willing to engage than had been the case to date.

8. AOB

There was none.

9. Date of Next Meeting

TBC

Committee: Town Management and Highways

Date: 6 November 2024

Title: Future Use of Langmoor Room

Purpose

To allow members to consider the future use of the Langmoor Room

Recommendation

Members consider the future use of the Langmoor Room and instruct officers how to proceed

Background

1. Members have considered the use of the Langmoor Room on a number of occasions in the past, particularly in connection with the decision not to replace or repair the seafront lift having regard to the estimated cost involved (at least £80-100k+ at present prices), but also having regard to the room's relative lack of use and, in November 2023, in connection with a specific request to use the room on an exclusive basis by the Lyme Regis Indoor Rowing Group.
2. The attached **appendices 10A to C** provide further background information and the minute extracts give a sense of how difficult members found it to reach any kind of consensus over the issue.
3. More recently, the issue has been overtaken by the use of the room by the council's own gardening team whilst works were undertaken to replace the amenities hut.
4. With the imminent completion of the new amenities hut, the issue of what to do with the Langmoor Room once again arises; the gardening team will use the new building going forwards for welfare and clothes storage and drying, etc and will have no need of space in the Langmoor Room.

Report

5. As previously reported, the public use of the Langmoor Room was very low in 2022 and 2023, and income from room hire in no way covered even basic running costs such as heating, lighting and business rates.
6. It is difficult to be precise about the reasons for its poor use, but the availability of many other spaces within the town at little or no cost has undoubtedly been a factor, including the town council's own Mayor's Parlour and Unit 1A; both available free-of-charge to local groups, but also hardly ever used.
7. Other reasons stated by users included the poor layout and design of the room, and issues around general accessibility and cleanliness.
8. It is also fair to say that relatively little effort was made to 'sell' the space or promote its availability; although lack of uptake of other spaces suggests this may not have been a major factor.
9. Although members have expressed concerns about lack of disabled access, this has been an issue almost since its construction given the unreliability of the lift prior to the decision not to replace or repair it. Officers would not suggest the decision about the lift is revisited and further investigations have shown that there is no other satisfactory or cost-effective way of providing DDA compliant access to the room.

10. A decision was taken to let the Lister Room for commercial use, but it is unlikely the Langmoor Room would generate quite the same level of interest given its generally less attractive location.
11. There have been previous discussions about promoting the wider use of the room by school groups and others and officers would certainly support this approach.
12. The issue of DDA remains and cannot easily be resolved, BUT the council has allowed the use of the space by its own staff, to whom it owes a similar duty of care, and there appears to be very little risk of liability or claim if it can be shown we have acted reasonably and the limitations of the space are made very clear prior to its letting.
13. The officer view is that a concerted effort is made to better market and promote the use of the room to local community and other groups and to school groups visiting the town, noting the lack of level and fully DDA compliant access.
14. If members support this approach, there is no need to revisit charges because these were agreed at the October meeting of Strategy and Finance, despite the uncertainty about the future use of the room.
15. If uptake remains very poor after any such effort, then the matter can be brought back to members for further consideration.
16. Any recommendations from this committee will be considered by Full Council on 11 December 2024.

Mark Green
Deputy town clerk
October 2024

Committee: Town Management and Highways

Date: 19 April 2023

Title: Future Use of the Langmoor Room

Purpose of the Report

To allow members to discuss options for the Langmoor Room to potentially alleviate the issue of the unserviceable Marine Parade lift

Recommendation

Members consider the report and allow officers time to explore further options such as a Changing Places toilet facility

Background

1. At the previous meeting of this committee on 1 March 2023, members considered a report on the Marine Parade lift, which has been out of service since the end of summer 2019 due to failing an inspection. It was suggested if the Langmoor Room was taken out of public use, there would be no requirement for the lift.
2. It was recommended by the committee and subsequently resolved by Full Council on 5 April 2023 'that before considering the options for the Marine Parade lift, the council considers the future use of the Langmoor Room'.

Report

3. The council's solicitor, at the time of writing, had not responded to a request for a legal opinion on the potential removal of the Marine Parade lift. Officers would draw members' attention to the Equality Act 2010 which includes a 'duty to make reasonable adjustments' for disabled people. Access for wheelchair users and disabled people has been a legal requirement for public buildings constructed since the Building Regulations Act 2000.
4. The council clearly has an obligation under the Act to support the disabled community and the removal of a facility however limited in utility could be deemed to not be in the spirit of the legislation and would create a negative public perception of the council's commitment.
5. Removal of the room from community use may go some way to minimising risk of litigation against the council should it choose to remove the lift. The limited utility of the lift and large cost to replace could be considered 'not a reasonable adjustment' but members must understand there is no solution that mitigates entirely from potential future legal action if the lift is removed. Again, public perception may not be favourable in closing a public facility.
6. Other uses for the room such as commercially leasing or use as a staff room would not mitigate for the removal of the lift either. Options to use the room for rowing or spinning classes, particularly when the current rowing club has to move out of the Jubilee Pavilion, may be a suitable use for the room. Use as a changing facility for sea swimmers might also be appropriate but none wholly mitigate the loss of the lift.
7. There has been a suggestion that the room could be used as a Changing Places facility, for which there is funding, and potentially a new lift may be able to be part of a funding bid for that.

8. The longer-term sustainability of maintaining a working lift in a seafront location is considerable. It is likely complete replacement would be required every three to five years due to the seafront conditions. Some lift installation companies are refusing to install lifts within one mile of the sea¹. The report presented at the previous meeting of this committee is at **appendix 13A**, which has further details of costs.
9. The Langmoor Room was rented eight times in 2022 at a total income of £340 and has been rented four times so far in 2023 at a total income of £150.
10. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Matt Adamson-Drage
Operations manager
April 2023

¹ The Wessex Lift engineers that service the Guildhall lift were consulted in January 2023. They confirmed some lift companies are now refusing to install lifts within one mile of the sea due to the corrosion inflicted on important working parts. He commented that a lift in a seafront location would most likely require replacement within three to five years.

22/92/TMH Future Use of the Langmoor Room (TMH 19-04-23)

The operations manager said since drafting the report, he had spoken to the DC officer who was bidding for funding for Changing Places toilets; although round two funding had been allocated, he believed £24k would be available so the town council could bid for this, if a suitable location was identified. He said around £16k was required to fit out a room as a Changing Places toilet but none of this resolved the issue with the lift. However, it would give the Langmoor Room a proper use to possibly justify repairing the lift.

Cllr B. Larcombe felt this kind of facility should be put on ground level where there wasn't an issue with a lift and suggested the Jubilee Pavilion. He also felt the Langmoor Room should be taken out of use as it wasn't earning any money and used instead for staff or as a store.

The operations manager said he had walked around the town with the DC officer last year and there was no other location in the town to put this facility.

Cllr C. Reynolds said she supported the idea of a Changing Places toilet but didn't feel the council could consider it, or any other suggestions for the use of the room, until a decision had been made about the lift.

The town clerk said officers would like more time to explore the options, of which a Changing Places toilet was one and a proposal from the gig club was another, but he agreed the council needed to decide what to do about the lift first. However, if the council kept the lift, it would be tied to maintaining it, regardless of what the room was used for. He added that the council might be forced to make a very difficult decision it didn't want to make.

Cllr B. Bawden asked if the room could also accommodate sea swimmers if it was a Changing Places toilet.

The operations manager said the room was 3 x 4m² so it could accommodate both uses.

Cllr M. Ellis said an option was put forward when the shelters were built to extend the ramp on the opposite end to the top level, which would mitigate the need for a lift to that level, and then perhaps a plate lift could be installed just for access to the Langmoor Room.

The operations manager clarified the legal position; he said any public building built after 2000 had to have disabled access but the lift installed at the shelters was not fit-for-purpose. He said the council could choose to remove the lift but it would potentially open itself up to legal challenge.

Several members suggested re-configuring the area so the room would be removed entirely.

Several members suggested de-commissioning the room and using it for storage or staff, but it was acknowledged it would still require disabled access as people would be still be accessing the room.

The operations manager said the lift also provided access to the top level of the shelters so it wasn't simply a matter of taking the Langmoor Room out of use.

Members agreed officers should be given more time to explore the options for use of the Langmoor Room and the implications on the lift.

23/50/TMH Town Management and Highways Committee – Request for use of the Langmoor Room (TMH 08-11-23)

Cllr C. Aldridge said her understanding was the council had agreed in principle not to rent out the Langmoor Room anymore because of the problems with disabled access, so allowing the rowing centre to use it would present the same issue. She felt it would be better for the council to use it for its own purposes.

Cllr B. Bawden said the rowing centre would be providing a facility for the community and would be adaptable to other uses. She said it would be a good facility for young people learning to row and would provide an opportunity for people to do indoor sports in the winter.

Cllr B. Larcombe said the council's asset needs came before anything else. He didn't think the organisation could promote itself in the way it was if there was no disabled access and suggested St Michael's Business Centre as an alternative.

Cllr M. Ellis agreed the council should use the room for its own purposes. She felt there was an opportunity for this organisation to work with those who would be running the Jubilee Pavilion welcome point, so when events were not taking place there, the rowing centre could be accommodated.

Cllr C. Aldridge asked if the council would be liable for not providing a lift if it entered into an agreement with the rowing centre and someone asked for disabled access.

The deputy town clerk said even if members were minded to support this request, there could be no question of the council spending what was previously costed at £60-80k to replace the lift. He said the rowing centre had used the Langmoor Room with the current access arrangements and he didn't believe the council would be liable; the rowing centre would need to provide for this and this would be made clear in any agreement. He added that the council hired out the Langmoor Room and the lift hadn't worked for around five years.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** not to commit to any arrangement for the Langmoor Room until the council has determined the situation with the amenities hut and whether the room is needed for staff, and then to consider its availability to anyone else.

Committee: Town Management and Highways

Date: 6 November 2024

Title: Dog-related Public Space Protection Order

Purpose of Report

To inform members of the outcome of Dorset Council's review into the Dog-related Public Space Protection Order, specifically the removal of the on-lead restriction

Recommendation

Members note the outcome of Dorset Council's review into the Dog-related Public Space Protection Order, specifically the removal of the on-lead restriction, and determine if any further action should be taken

Background

1. The dog-related Public Space Protection Order (PSPO) is implemented by Dorset Council (DC). The previous order restricted dogs from front beaches in the summer (1 May to 30 September), enforced dogs on leads on front beaches in the winter months (1 October to 30 April), and outlined dogs must be on leads on the Cart Road all year round.
2. As a landowner affected by the dog-related PSPO, the town council's views were sought ahead of DC carrying out a public consultation on the PSPO to help inform the consultation questions.
3. It was recommended by the Strategy and Finance Committee and resolved by the Full Council on 17 May 2023 'to respond to Dorset Council that the council would like a total ban on dogs on front beaches all-year-round.'
4. DC carried out the public consultation between June and August 2023 and the town council submitted a formal response. However, it was felt DC had restricted the questions in the survey so the default response was the status quo; the questionnaire didn't provide an option for more restrictions. These views were also fed back to DC.
5. Following consideration by DC's Place and Resources Overview Committee on 5 October 2023, the Cabinet resolved '(a) the Dog-related Public Spaces Protection Order be approved, as set out within the original report to Place and Resources Overview Committee of 5 October 2023 and (b) the PSPO be reviewed after the winter period by the appropriate committee with a focus on Lyme Regis Front Town Beach.'
6. The main change in the order was that dogs were previously required to be on a lead on front beaches in the winter months but under the new order, they would no longer need to be on a lead.

Report

7. Since then, officers have been trying to engage with officers at DC to understand the process for the review. From the outset in November 2023, DC officers made it clear this was not seen as a trial but they would review the removal of the off-lead restriction which started on 1 January 2024 in 'spring 2024 to see if there has been any significant, detrimental impact on the people living, working or visiting the location by this decision'. At that point, DC had not agreed a format for the review but said it was 'unlikely' a further consultation would be carried out after the review period due to the time and resources involved. They said it would not

include a review of the viability of Monmouth and East Beaches as alternatives for those with mobility issues as they had already collected data on this.

8. It was agreed by this council that all complaints received about dogs on front beaches would be directed to Dorset Council and this was done routinely by the admin staff.
9. An email was sent to DC's service manager for environmental protection on 23 January 2024 to find out if there were any further details on how the review would be carried out. On 29 January 2024, the service manager said weekly visits to Lyme Regis beach were being carried out and observations logged and the team leader was regularly reviewing live CCTV footage. They would also look at service requests or complaints received by DC or the police and if resources allowed, they would carry out a short survey of local cafes to see if there had been a perceived impact on trade. This information was to be collated in April 2024 and reported to the relevant committee.
10. On 2 February 2024, officers raised concerns about a survey with just local cafes as this would provide a skewed result and offered the use of our consultation group Lyme Voice to carry out any survey. This offer was not responded to and was followed up on 11 March 2024 and again on 2 April 2024.
11. The team leader for animal welfare and dog control responded on 3 April 2024 to say the review would be carried out that month but gave no details of how the review was being conducted. The team leader was unable to give details.
12. A further email was sent to the team leader on 30 April 2024 asking about the review. The dog restrictions on the beach were due to change on 1 May 2024 so the period for review was coming to an end. No response was received and a further email was sent on 10 June 2024.
13. The service manager responded on 17 June 2024 to confirm the review had already taken place and it would be presented to the Place and Resources Scrutiny Committee in September. Further clarification was sought on how the review was undertaken, what the officers were recommending and whether the complaints received by this council and passed on to Dorset Council had been taken into account.
14. On 15 July 2024, the service manager claimed there were no complaints logged officially from the town council on the DC system, but they had received 10 complaints/comments. All complaints sent to DC were re-sent to the service manager for consideration as part of the review.
15. On 20 August 2024, officers requested an update from the service manager on the progress of her report to the Place and Resources Scrutiny Committee and when it would be considered by members. The service manager confirmed the chairman of the committee had decided to consider the report at a working party, rather than a presentation to committee, which was likely to be in the autumn. Officers asked the senior democratic services officer to be kept updated on when this was due to be considered and whether the public would be able to attend the working party meeting.
16. No response was received and a further email was sent on 11 September 2024 asking when the report would be considered and whether the public could attend. A response was received from the senior democratic services officer on 12 September 2024, confirming DC members were due to meet with the service manager on 26 September 2024 to receive a briefing about the review.
17. On 13 September 2024, officers asked if one of our members would be allowed to attend the meeting on 26 September 2024 to give the town council's view. No response was received and a further email was sent on 30 September 2024 to request an update.
18. On 30 September 2024, the following response was received from the service manager:

Thank you for your email.

This item was considered at the Place and Resources Scrutiny Committee working group last week, Thursday 26th September.

I was tasked to report back to Lyme Regis Town Council, so please consider this email as a summary of the discussion and decision of the working group to the light touch review.

In respect of Lyme Regis Town Council attending the meeting, the Chair Cllr Noc Lacey- Clarke received advice from Jonathan Mair, Director of Legal and Democratic Services, that this was not appropriate as the meeting was not an open forum to which other agencies or community groups had been invited. I apologise if this advice was not relayed to you prior to the meeting.

The working group considered the review report (attached). They understood and acknowledged the concern raised by Lyme Regis Town Council but supported the view that a simple and consistent approach across the relevant beach locations was a priority. Further, they felt that there was a lack of evidence to support a change in the current Order as the review did not find a significant additional risk to human health or safety during the period in question.

The Chair decided that any further consideration on this provision would be made as part of the public consultation occurring prior to the renewal of the Dog Related PSPO. This is scheduled for spring/ summer 2026.

I am happy to discuss the report findings in more detail should you have further queries.

*Kind Regards
Janet Moore
Service Manager Environmental Protection
Place Services
Dorset Council*

19. The review report is attached, **appendix 11A**.
20. The DC ward member has been involved in the discussions with DC officers. She has concerns that not all the complaints passed on to DC were properly logged or considered, that we were not allowed to attend the working group meeting, and that her own emails asking for details of the review were not properly addressed.
21. Members are asked to consider whether any further action is required, now the review is complete.
22. Any recommendations from this committee will be considered by the Full Council on 11 December 2024.

Adrienne Mullins
Support services manager
October 2024

Review of the Dog related Public Spaces Protection Order - Lyme Regis Front Beach.

Background

A Dog Related Public Spaces Protection Order (DRPSPO) is the means by which we can encourage responsible dog ownership by putting restrictions in place to reduce the risk of fouling, dog bites or other aggressive behaviours. At the same time, we recognise the welfare needs of dogs and the positive contribution they bring to society. In this way we provide safe public spaces that are welcoming and can be enjoyed by all.

A DR PSPO is an enabling Order and should only be used where we believe there to be or likely to be persistent and continuing detriment to the persons who live, work or visit the vicinity.

The new DR PSPO came into force on 1st January 2024. There was one change from the previous Order of 2021. In the former Order, dogs had to be kept on a lead at Front Town Beach, Lyme Regis from the 1st October to the 31st April. The new Order revised this restriction and allowed dogs to be exercised off lead during this period.

In collecting evidence to draft the new Order, it was evident that front beach was no more popular than similar beaches in Dorset which did not have an on-lead restriction, nor was there evidence of an increased level of risk from dog attacks or fouling contamination. As such it felt reasonable to remove the dog on lead restrictions so that Dorset Council had a consistency of approach across the beach areas.

This new provision was agreed by Cabinet, 7th November 2023.

As a response to concerns raised by Lyme Regis Town Council and some other councillors, the Community and Public Protection Portfolio Holder proposed a light touch review be undertaken, specifically focusing on identifying any impacts from the easing of this restriction with the review findings reported back to the Committee during the summer months.

This report details the findings of the review below.

The Monitoring Plan

The review consisted of collecting data from the following sources during the period of 1st January 2024 to 31st April 2024

1. Complaints and other service requests relating to dog fouling, dog on dog attacks and other similar concerns received by Dorset Council during the period.
2. Patrolling observations.
3. Regular monitoring of the Lyme Regis live webcam feed.
4. Incidents reported to the police regarding dog attacks on humans.

Findings

1. Dorset Council received nine complaints and/or comments.

Four complainants did not want dogs on the beach, noting general comments about fouling, dog aggressions and barking but did not specify any specific incidents, attacks or fouling.

Two residents wanted more details about the review mechanism.

Three swimmers with concerns about dogs being loose, having witnessed fouling or been subject to dogs jumping up at them and urinating on their clothes left on the beach.

Lyme Regis Town Council received a further five complaints/ comments which had not been sent to Dorset Council directly. Again, these were mainly about dogs off lead being able to urinate or intimidate beach users. A few complainants mentioned that they had witnessed incidences of dog fouling.

2. Patrolling observation

Eleven patrols were undertaken during this period. On average, officers spent around 3 hours during each visit during which time they made observations, talked to users and carried out other promotional and regulatory duties.

As expected, from January to April the beach was not as populated than in the summer months. Beach users and dogs appeared to co- exist quite happily and no aggressive behaviours were observed. No fouling deposits were observed on the beach.

Dogs were witnessed off lead along the promenade and officers made the appropriate interventions, asking the owners to put them back on a lead.

3. The Team leader regularly checked the live webcam footage during this period, sometimes 2 or 3 times per day. Children were seen playing in the sand and dogs did not appear to approach or interfere with the children or families.

Dogs played in the water whilst people paddled with no obvious concerns.

Dogs were frequently seen walking on the promenade on lead.

4. Dorset police enforce the provisions around dog on human attacks. During the review period there was one reported incident where two dogs were control dogs and causing a slight injury, however this was not related to the Front Town Beach location.

Recommendation

The findings indicate that there has been no noticeable increase in public safety or significant dog related welfare concerns as a result of the easing of restrictions at Front Town Beach.

Where and how dogs may be exercised remains a very emotive issue. It is important to ensure any restrictions are reasonable and justified and where possible, that we provide a consistent regulatory approach across all our popular beach destinations.

It is recommended that the provisions for Front Town Beach in Lyme Regis remain as prescribed within the Dog Related Public Space Protection Order 2024, that is that dogs are allowed to exercise off lead on the beach between the periods of 1st October to 31st April but prohibited from the beach at all other times.

Complaints and Incidents Summary – 14 September to 30 October 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
204	09.10.24	We have tried for the past two days to book a winter beach hut but had no joy. Have you ever tried a ballot system to book the beach huts for residents?	Beach hut system	Ongoing	Support Services Manager	
205	21.10.24	Lots of rats in the gardens and spreading towards the houses.	Gardens		Project & Properties Assistant	Rentakill informed.

Complaints and incidents dealt with by Dorset Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
202	23.09.24	My husband and I moved to Lyme Regis in December 2023. I am not confident around dogs and feel very anxious in their presence so was initially delighted to hear that dogs had to be on leads on the beach during the winter period. That changed on 1st January and I would like to register my concerns about dogs being off leads again from 1st October. If you wish to be inclusive then those with a fear of dogs should be taken in to account too. Not everyone is a dog lover and they have genuine fears about them off leads. I also believe that it could potentially be dangerous for small	Beaches	ongoing	Operations Manager	Emailed to cabinet at Dorset Council.

		<p>children on the beach in the winter and with increasing milder winters, more families are likely to use the beach. I have grandchildren who love the beach in winter time. The sandy beach can be very busy (even from 1st October to 1st May). It is a small beach that will be dominated by dogs in the winter. Dog fouling can also be a problem. I want to be able to relax with the grandchildren and not be fearful of dogs bounding around off leads in close proximity. As I do not wish to take away the opportunity for dog owners to have their dogs on the beach, I would propose that the sandy beach remains dog free all year round and that dogs are allowed, even off their leads, on the pebbly beach in winter. That way both parties win. Please do think of people who do not love or are afraid of dogs as well as dog lovers. I sometimes feel dog lovers get priority. Thank you for listening.</p>				
203	02.10.24	<p>why are dogs given such priority in lyme regis and west dorset in general On a recent visit to lyme regis i was amazed at the number of dogs, they were everywhere .Live and let live so it would be nice to think that we could eat a meal without having whining yapping and drooling dogs surrounding us .Then there are the wandering leads tripping people up along Marine parade and the dogs on the beach where children were playing.It would be nice if you could have two dog free days a week in lyme or even alternate weeks free so anyone that likes a quiet relaxing holiday could spend some uninterrupted time in Lyme Regis .I was glad I was self catering so I could at least eat in peace .Lyme Regis is a wonderful place which unfortunately has gone to the dogs .Dogs in restraurants very unhygienic .But if you want to eat out there is no choice but to put up with it</p>	Beaches	Ongoing	Operations Manager	Email forwarded to Dorset Council.

		or eat at home .				
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Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
128	21.10.24	A lady wanted to congratulate the town council on how clean and tidy Lyme Regis is and it "puts the IOW to shame"	Whole town	Works supervisor	Compliments will be passed on to staff team.