



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 M. Denney, Cllr P. Evans, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Stammers, 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 8 January 2025** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
19.12.24

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 6 November 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 6 November 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. Memorial Benches

To provide members an opportunity to consider introducing a life span for memorial benches on town council-owned land

10. Monitoring of Ground Markers at Monmouth Beach

To allow members to note the latest position with the monitoring of ground markers at Monmouth Beach

11. RNLI Lifeguard Monitoring Report and Beach Safety Assessment

To inform members of the 2024 Lifeguard Service End of Season Report, Beach Safety Assessment and annual review

12. External Works' Budget Performance, 1 April – 31 October 2024

To inform members of performance against budget in the external works' budget from 1 April to 31 October 2024 and of the forecast year-end position at 31 March 2025

13. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 31 October and 19 December 2024

14. Monmouth Beach Land Stabilisation Works

To allow members to consider prices and working methodologies for the removal of more slipped material from the land above Ware Cliff at the town council-owned chalet and caravan park

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

15. Chalet and Day Hut Sites at Monmouth Beach

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

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

16. Woodmead Car Park Drainage Works

To allow members to consider and comment on any issues arising prior to the commencement of the planned drainage works at Woodmead car park

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

17. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

- a) **Agenda item 14 – Monmouth Beach Land Stabilisation Works**
- b) **Agenda item 15 – Chalet and Day Hut Sites at Monmouth Beach**
- c) **Agenda item 16 – Woodmead Car Park Drainage Works**

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 6 NOVEMBER 2024

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

As the chairman and vice-chairman were not present, members had to elect a chairman for this meeting.

Proposed by Cllr A. Wood and seconded by Cllr J. Trevena, members **RESOLVED** to appoint Cllr P. May as chairman for this meeting.

24/42/TMH Public Forum

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

24/43/TMH Apologies

Cllr G. Caddy – holiday
Cllr S. Cockerell – holiday
Cllr M. Ellis – holiday
Cllr P. Evans – illness
Cllr S. Larcombe – other engagement
Cllr C. Reynolds – illness
Cllr G. Stammers – illness
Cllr G. Turner – work commitments

24/44/TMH Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr J. Trevena, the minutes of the previous meeting held on 18 September 2024 were **ADOPTED**.

24/45/TMH Disclosable Pecuniary Interests

There were none.

24/46/TMH Dispensations

There were none.

Accreted Land/Lease/Harbour

The deputy town clerk said the initial £6,000 had not been received from Dorset Council (DC) although they had committed to paying it within seven days.

The deputy town clerk said there remained a funding shortfall of at least £3million for the planned Stage V works, although DC's intended start date remained at winter 2025. He said discussions had taken place with DC officers about whether this council would make a contribution, but there had been no formal request as yet.

Town Bus

The deputy town clerk said five potential drivers had come forward, but this was not enough to run the service. He was unable to commit to buying a bus or go forward with other stages until there was certainty there were enough people. He said passenger assistants were also needed, particularly to help open and close the doors, and a further advert appealing for drivers and passenger assistants would go out.

A member suggested Dorset Travel could provide minibus training.

The Gazebo

The operations manager said work had started on the gazebo. There was a lot more work to do than anticipated, which hadn't created extra cost but would extend the duration.

20mph Speed Limit Proposals

The deputy town clerk said the application was being worked on, in consultation with the DC ward member.

Update Report

Replacement Amenities Hut

The property and projects assistant said alarms, cameras and power had been installed and fire approval given, so the keys were expected to be handed over by 11 November 2024.

Harbour Store

The property and projects assistant said the work was progressing well and the project was expected to be finished by December.

Cemetery Lodge

The property and projects assistant said work had started on the cemetery lodge, including a new roof, and no real issues had been encountered so far.

Perimeter wall – Churchyard

The property and projects assistant said officers were waiting to hear from DC about the ownership of the wall and whether it was Grade I or II listed.

The deputy town clerk said there was a debate around whether the wall was a boundary wall to the houses or the church; if it was the latter, this would require more work at greater expense because it would be Grade I listed. He said this may inform how much work the council did.

Office Project

The deputy town clerk said Lyme Regis Development Trust had seen the latest plans for St Michael's Business Centre and were comfortable with them, but it would go to the board the following day for final sign-off. He said members would be invited to the building to look at the plans before any works were implemented.

A35 Signage

The deputy town clerk said although this issue was more about Devon County Council as it didn't want to engage, he had spoken at length to DC and the ward member, both of whom were supportive. The problem was that Highways England would only engage with principal/highway authorities, not a local council like Lyme Regis.

24/49/TMH Town Management and Highways Committee – Objectives

CCTV

The property and projects assistant said the CCTV on the Baptist Church should be connected shortly, officers were looking for a contractor to put in footings for the mast at Charmouth Road car park, and there would also be a camera pointed at the gazebo.

24/50/TMH To receive the minutes of the Traffic and Travel Strategy Working Group meeting held on 21 August 2024

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, the minutes of the Traffic and Travel Strategy Working Group meeting held on 21 August 2024 were **RECEIVED**.

24/51/TMH Future Use of Langmoor Room

It was noted the major issue with the Langmoor Room was the lack of disabled access due to the lift not working and this was a risk to the council if it was let to the public.

The deputy town clerk said the council's solicitor had been consulted and his view was as long as the council made the situation very clear in its marketing and before it was let out, this would be acceptable. He said the council had been happy to allow its staff to use the room and in law, it had a greater duty of care to its own workers than to anyone else.

The deputy town clerk said the marketing of the room for public use hadn't been pushed in the past so perhaps this should be attempted first. He suggested giving it until next summer and then to bring a report back to members to review the situation.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that a concerted effort is made to better market and promote the use of the Langmoor Room to local community and other groups and

to school groups visiting the town, noting the lack of level and fully DDA compliant access, and to review its use in summer 2025.

24/52/TMH Dog-related Public Space Protection Order

Members were disappointed with the outcome of the review and noted the lack of responses from DC officers. However, it was agreed it would be a waste of officer time to pursue this matter any further, but staff should continue to log dog-related incidents and report them to DC. It was noted that if the town council had a good database of evidence that dogs were a problem, this could be presented the next time the order was reviewed.

24/53/TMH Complaints, Incidents and Compliments

Members noted the report.

The meeting closed at 8pm.

DRAFT

Committee: Town Management and Highways

Date: 8 January 2025

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 6 November 2024

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

Recommendation

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

Report

24/47/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 18 September 2024

Town Bus

A full verbal update will be provided at the meeting and with a view to a detailed report being submitted to Full Council on 12 February 2025.

The Gazebo

Work to the garden pavilion (gazebo) has been completed by the council's outside works team to a high standard and at a very considerable cost saving to the council.

20mph Speed Limit Proposals

As has been reported elsewhere and through briefing, Dorset Council's Panel meeting on 29 November 2024 supported the introduction of a 20mph speed limit in large parts of Lyme Regis. The speed limit will have to be consulted on by Dorset Council as highway authority in a similar way to any other traffic regulation order. There will be the opportunity for further comment at that stage. To date, there is no clarity around the timescale for this next stage of the process, it could take several months.

Mark Green
Deputy town clerk
December 2024

Committee: Town Management and Highways

Date: 8 January 2025

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.

Perimeter wall – Churchyard

Progress with this project continues to be much slower than anticipated. The helpful input of Dorset Council's conservation officer has been obtained and an application for Listed Building Consent will be submitted as a result of this advice, which has confirmed the wall can be treated as a Grade II structure. Historic England has also input to this conclusion, minimising the risks of proceeding and simplifying the process considerably.

Cemetery Lodge

This project is progressing well, currently on programme and on budget.

Replacement Amenities Hut

Work has been completed on the new amenities hut, we have received practical completion from Dorset Council building control, there are some minor internal works to be carried out by the maintenance team before the building is brought into use early in the New Year.

A full post project report will be submitted to the next meeting of this committee, including a full budget analysis of spend against budget.

Office Project

Good progress continues to be made and a full report will be taken to Full Council on 12 February 2025, at which point the intention is to accept a negotiated tender for the required works and to agree a detailed timescale having regard to contractor availability, mobilisation period and programme of works.

Members will also 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.

The Three Cups

As has been reported previously, 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, now early in the New Year. 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 have now re-priced their proposals having regard to this additional information. Prices remain well under the approved budget of £150k, although further analysis is being undertaken to ensure genuinely like-for like comparisons are made. The intention remains to commence work as soon as practically possible and authority to agree any required decisions was previously delegated to the town clerk in consultation with both the mayor and the chairman of this committee.

Any further update will be provided verbally at the meeting.

Harbour Store

Work is now complete and the building control completion certificate has been issued. The only outstanding task is to install the approved bio-diesel tank which is ordered and awaiting delivery.

As with the amenities hut, a full post-completion report will be provided to the next meeting of this committee.

The existing 'enforcement hut' in the Monmouth Beach car park will now be removed, allowing an additional two car parking spaces to be created.

Installation of Communication Boards in Play Areas

The three boards are currently being made by the supplier and will be installed in the agreed areas, i.e., Anning Road and Henry's Way play areas and on the seafront, as soon as delivered.

Mark Green	Adrian Turner
Deputy town clerk	Operations manager
December 2024	December 2024

Committee: Town Management and Highways

Date: 8 January 2025

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 12 February 2025.

Mark Green
Deputy town clerk
December 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> <p>Final lamp head delivered on 22 November 2024 and fitted.</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> <p>Installation and commission dates are 13 and 14</p>

					January 2025.
Replace gardens' handrails	10	March 2025 October 2024	PW/AT	TMH	2024-25 will be year two of a five-year rolling programme. 2024-25 work is proceeding to programme. 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	Works to commence in October 2024. Peter Chapman to complete tender specification. Report about likely cost increase to Full Council on 4 September 2024. Revised budget estimate £130k. Tender specification completed. Report elsewhere on this agenda about details, likely cost and delivery. Given likely cost increases and delivery timescales, this project may have to go through the budget-setting process for 2025-26. 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. Contractor appointed and start date of 3 February 2025 agreed. Completion prior to Easter 2025.
Repair church walls	30	July 2024	MG/AKM	TMH	2024-25 is year two of a three-year programme. The remaining 2023-24 budget of £25k has

		<p>March 2025</p> <p>TBC</p>			<p>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 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> <p>See update report on this agenda. LBC application to be submitted prior to works commencing.</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	<p>June 2024</p> <p>October 2024</p> <p>March 2025</p>	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	<p>December 2024</p> <p>March 2025</p>	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</p>

		TBC once contractor availability confirmed			<p>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> <p>Negotiated rates will be included in comprehensive report to Full Council on 12 February 2025. Work to commence as soon as possible thereafter.</p>
Guildhall repairs	50	November 2024	MG/PW/AKM	TMH	Work will be undertaken in September/October 2024. Works will involve the repair of the

		<p>March 2025</p> <p>October 2025</p>			<p>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> <p>Anticipated timescale now autumn 2025 or to coincide with any works to existing office building by new owner.</p>
Refurbish cemetery lodge	125	<p>December 2024</p> <p>February 2025</p> <p>March 2025</p>	MG	TMH	<p>Bat roost assessment will be undertaken on 16 May 2024. Planning permission to be submitted in June 2024. The tender return date is 12 June 2024. Contractors are expected to be on site in October 2024.</p> <p>Tenders received and reported to Full Council on 17 July 2024. Bat roost survey has shown there are no bats roosting in the roof space.</p> <p>Minster Builders Ltd selected and appointed as contractor. Planning and building regulations applications submitted. Contractor has submitted detailed programme of works commencing on 7 October 2024 for 20 weeks.</p> <p>Work on site has commenced.</p> <p>Work proceeding well and on programme/budget. Anticipated completion late March 2025.</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</p>

					<p>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	<p>August 2024</p> <p>November 2024</p> <p>January 2025</p>	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>Local contractor appointed. Work planned for very early in the new year but work is weather dependent. The external work is expected to take three days to complete.</p>
Install a defibrillator at the amenities hut	1,5	<p>October 2024</p> <p>November 2024</p>	AT	TMH	<p>The defibrillator will be installed following the completion of the new amenities hut, programmed for early October.</p> <p>Now programmed for early-November.</p> <p>Defibrillator installed.</p>
Install a secure card link at the amenities hut	15	May 2024	MAD	TMH	<p>Officers are investigating a new wireless payment system for the amenities hut.</p> <p>Now using 4G/5G and fully operational.</p>
Recommendations from	10	March 2025	MAD	TMH	Projects will include the 20mph zone,

<p>the Traffic and Travel Working Group, including improvement of the town bus</p>		<p>????? timescale now not within control of town council</p>	<p>MG/AT</p>		<p>improvements to the town bus, improving pedestrian safety on Cart Road and park and ride.</p> <p>Council agreed to allocate £5,500 of the budget to two new speed indicator devices on Sidmouth Road. Report taken to Full Council on 17 July 2024 to allow members to consider the results of the public consultation on the proposed 20mph zone and agreed to hold further discussions with DC officers about scope of scheme. Discussions taken place and options in report elsewhere on this agenda.</p> <p>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.</p> <p>Application for 20mph scheme made to Dorset Council and approved by their Panel on 29 November 2024. Further consultation to be undertaken by Dorset Council in due course, precise timescale uncertain.</p>
<p>Install new and replace existing CCTV</p>	<p>86</p>	<p>October 2024 ?????</p>	<p>MG</p>	<p>TMH</p>	<p>The installation of new cameras has been carried over from 2023-24 and the replacement of existing CCTV is a new project for 2024-25. Four of the six new cameras are operational and can be viewed in real time from the control room at the shelters. Arrangements for linking to the Dorchester control centre still need to be agreed with Dorset Council. An initial meeting has now taken place. Planning permission is awaited for the skatepark camera. The Baptist Church camera will be installed once their external works are complete.</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. Contractor instructed to install plint, mast and camera at skatepark, precise timescale unsure.</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> <p>Lease not yet finalised but all HOT's agreed. Dorset Council being chased for further</p>

					progress.
Replace Langmoor Room door	7	June 2024 October 2024	MAD	TMH	This project has been carried over from 2023-24. Quote obtained for £2,900. 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 Completed mid-December 2025	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. Building works complete and only installation of bio-diesel tank awaited. All other external works complete, including creation of additional outside secure storage space.
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	<p>This project has been carried over from 2023-24. Quotes to be considered by the Town Management and Highways Committee on 5 June 2024.</p> <p>Fresh Air Fitness selected as the supplier.</p> <p>Site meeting with contractor mid-October.</p> <p>Equipment installed and open to the public. Fitness demonstration for the public with Fresh Air Fitness took place on 9 November 2024.</p>
Replace the amenities' hut	157	October 2024 November 2024 Completed mid-December 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> <p>Final completion mid-December 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	150	December 2024	MG/AKM	TMH	<p>This project has been carried over from 2023-</p>

<p>games area at Anning Road Playing Field</p>		<p>April 2025</p>		<p>24. Planning permission will be required. The intention is to remove the BMX humps, relocate the football pitch and construct the MUGA during the summer period.</p> <p>Quotes being obtained from MUGA providers. Report to Full Council on 17 July 2024 to allow members to approve the change of location and to consider quotes. Further public consultation carried out with residents living closest to the proposed site.</p> <p>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 asap. Report to Full Council on 12 February 2025.</p>
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Committee: Town Management and Highways

Date: 8 January 2025

Title: Memorial Benches

Purpose of Report

To provide members an opportunity to consider introducing a life span for memorial benches on town council-owned land

Recommendation

Members approve introducing a 25-year life span on new and existing memorial benches on town council-owned land

Background

1. At the Strategy and Finance Committee meeting on 9 October 2024, members considered the fee for memorial benches as part of the review of charges. At that meeting, it was suggested memorial benches should have a life span because the council incurred the maintenance costs. It was agreed a report would be taken to the relevant committee to allow members to consider this.
2. The council manages c.180 benches across the town.
3. The council has an extensive waiting list of members of the public who wish to purchase a memorial bench. The waiting list was closed several years ago as the list was so long and there were not expected to be any further opportunities to install benches.

Report

4. When a member of the public 'purchases' a memorial bench, they will pay the cost of the bench and a plaque at the time of purchase, plus a maintenance fee of £200. Currently, there is no specified life span on memorial benches; they are maintained by the council in perpetuity.
5. The maintenance team carries out annual maintenance on the wooden benches. Many of the benches require extensive repair and replacement and the maintenance costs will have exceeded the initial £200 maintenance contribution.
6. As the council does not have a policy on the life span of memorial benches, there are no, or very few opportunities, for any new applicants to obtain a memorial bench. Furthermore, as more recent benches purchased have been composite, they could be expected to last for more years than wooden ones, providing even less opportunity for new applicants to obtain a bench.
7. Officers would suggest introducing a life span of 25 years on new and existing benches. The 25 years would begin at the time of purchase of new benches and from the current day for existing benches.
8. Any recommendations from this committee will be considered by Full Council on 12 February 2025.

Adrian Turner
Operations manager
December 2024

Committee: Town Management and Highways Committee

Date: 8 January 2025

Title: Monitoring of Ground Markers at Monmouth Beach

Purpose

To allow members to note the latest position with the monitoring of ground markers at Monmouth Beach

Recommendation

Members note the report, which will be updated verbally at the meeting

Background

1. Lewis Brown Ltd were contracted to carry the monitoring of ground markers on the slopes above Monmouth Beach commencing this year. They took over from West Country Land Surveys, who had previously undertaken the work. In both instances, and because of the highly technical nature of the reports they produce, further 'interpretation' work is carried out on this council's behalf by Peter Chapman Geotechnical Ltd.
2. The work can provide essential advanced warning of any major issues with ground movement in an area of high land instability and is also an essential part of the submissions required to renew the planning permissions for the chalet and caravan park, which are only granted for temporary five-year periods because of the inherent land instability.
3. Lewis Brown have recently completed their monitoring for this year and have passed the results to Peter Chapman for him to interpret. Unfortunately, and because of the Christmas and New Year break, this agenda is being sent out before Peter can complete his work.
4. The outcome of his analysis will either be reported verbally at the meeting for members to consider and note or circulated by email in advance of the meeting.
5. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Mark Green
Deputy town clerk
December 2024

Committee: Town Management and Highways

Date: 8 January 2025

Title: RNLI Lifeguard Monitoring Report and Beach Safety Assessment

Purpose of Report

To inform members of the 2024 Lifeguard Service End of Season Report, Beach Safety Assessment and annual review

Recommendation

Members note the report

Background

1. The council has a five-year agreement with the RNLI for the provision of lifeguard services on Front Beach. The current agreement started in 2024.

Report

2. The RNLI provided the lifeguard service on Front Beach from 6 July to 1 September 2024.
3. As part of the service, the RNLI provides an end of season report, beach safety assessment and annual review. These documents are attached as **appendices 11A to C**.
4. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrian Turner
Operations manager
December 2024

Committee: Town Management and Highways Committee

Date: 8 January 2025

Title: External Works' Budget Performance, 1 April – 31 October 2024

Purpose of Report

To inform members of performance against budget in the external works' budget from 1 April to 31 October 2024 and of the forecast year-end position at 31 March 2025

Recommendation

Members note the report

Report

1. The external works' budget from 1 April to 31 October 2024 is detailed below.
2. Within the column 'Actual vs Budget', the black figures are under budget and the red figures are over budget.
3. Where we can, officers have profiled the external works' budget, to reflect the pattern of income and expenditure throughout the year.
4. The external works' budget was set at £273,952.25, however the forecast position at March 2024 is £274,289.12, with a £336.87 overspend.

		Actual to 31 October 24	Budget to 31 October 24	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 25
External works budget							
6500	Supplies	22,631	21,785	846	4%	37,345.00	37,345
6501	Machinery Maintenance	5,044	3,735	1,310	35%	6,402.00	6,402
6502	Machinery & Tools	511	1,089	-578	(53%)	1,867.25	1,867
6503	Infrastructure	3,321	9,336	-6,015	(64%)	16,005.00	11,000
6504	Amenity Area Equipment	120	1,900	-1,780	(94%)	2,134.00	2,134
6511	Electric and Pumbing Contractors	8,204	12,448	-4,245	(34%)	21,340.00	17,095
6522	Bins	21,120	22,595	-1,475	(7%)	32,010.00	32,010
6530	Toilets	24,622	26,319	-1,697	(6%)	39,479.00	39,479
6560	SHEF/PPE	4,118	2,490	1,628	65%	4,268.00	6,000
6600	Vehicle Lease/Purchase	0	622	-622	(100%)	1,067.00	1,067
6601	Vehicle Tax and Insurance	670	1,008	-338	(34%)	1,280.40	1,280
6602	Vehicle Maintenance	7,792	3,000	4,792	160%	6,402.00	9,000
6603	Vehicle Fuel	4,619	4,375	244	6%	6,935.50	6,936
6650	Floral Display /Tree Surgery	7,282	15,312	-8,030	(52%)	27,742.00	24,000
6651	CCTV Webcam	174	930	-756	(81%)	1,920.60	1,921
6669	Car Park Card Transaction Charges	39,251	24,435	14,816	61%	30,943.00	45,759
6670	Car Park Cash Collection Charge	5,322	7,583	-2,261	(30%)	9,603.00	7,342
6673	Traffic Management/Car Park	12,764	9,336	3,428	37%	16,005.00	16,005
6676	Signs	372	4,979	-4,607	(93%)	8,536.00	4,979
6680	Equipment Rental	661	1,472	-812	(55%)	2,667.50	2,668
		168,597.77	174,750.78	-6,153.01		273,952.25	274,289.12

Analysis

5. The main reasons for the expenditure variations are:
 - Machinery maintenance expenditure is forecast at the budgeted amount. There is a variance to date due to unforeseen repairs to the beach rake. This is a variable budget, based off demand.
 - Infrastructure is forecast to be under budget by c.£5k due to underspend.

- Electrical and plumbing is forecast to be under budget by c.£4.2k. This is a variable budget, based off demand.
 - SHEFF/PPE is forecast for an overspend of £2k, due to underbudgeting. All costs associated with this heading are necessary and routine.
 - Vehicle maintenance is forecast to be overspent by c.£2.5k due to unforeseen repairs. This is a variable budget, based off demand.
 - Floral display/tree surgery is forecast under budget by c.£3.7k. Officers have factored in all the work that can be carried out before March 2024.
 - Car park card transactions is forecast at c.£14.8k over budget at March 2025. This is due to c.£6.7k of prior year's fees being paid in April 2024, as well as increased volume in the car parks. The use of card services and app facilities over cash is becoming more favourable, therefore transaction costs will continue to increase.
 - Traffic management and car parks' expenditure is forecast at the budgeted amount. There is a variance to date, due to a bulk order of car park machine tickets.
 - Signs' expenditure is forecast under budget due to a large underspend.
6. The Town Management budget will continue to be reviewed by officers.
7. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Naomi Cleal
Finance manager
December 2024

Complaints and Incidents Summary – 31 October to 19 December 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
206	01.12.24	As an aside, which isn't something you can control, but can discourage and might want to be aware of, there was dog poo all over the beach in front of the huts. I had to throw away my daughter's trousers as she sat in it and it was on my children's shoes too. We kept moving away from some only to discover more.	Beach Huts, Marine Parade	01.12.24	Operations Manager	Added to the dog complaints spreadsheet

Complaints and incidents dealt with by Dorset Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
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Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
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