



John Wright  
Town Clerk

## Lyme Regis Town Council

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### Town Management 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 26 February 2025** commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
21.02.25

*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 8 January 2025 (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 8 January 2025**

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 Working Group meeting on 17 February 2025**

#### **10. Town Bus Operating Arrangements and Route**

To consider the operating arrangements and route for the replacement town bus service

#### **11. Monmouth Beach Garages Roof Replacement**

To inform members about water ingress into the eight garages the council currently lets at Monmouth Beach car park

#### **12. Proposed Highways Changes to Broad Street and Cobb Road**

To allow members to consider an initial proposal from Dorset Council's economic growth and infrastructure team on proposed highway changes to Broad Street and Cobb Road.

#### **13. Bridge over River Lym at Town Mill**

To inform members about issues affecting the bridge over the River Lym at Town Mill and to seek instructions about how best to proceed

#### **14. Council Offices**

To inform members about the latest position with the agreed move to alternative premises and the marketing and disposal of the existing premises and to consider the principle of a possible move of the council's principal public meeting venue from the Guildhall to the new offices

## **15. Complaints, Incidents and Compliments**

Summary of complaints and incidents reported between 20 December 2024 and 21 February 2025

## **16. Chalet Site at Monmouth Beach**

To inform members about ongoing issues with a site at Monmouth Beach and to seek members' instructions as required

*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 16 – Chalet Site at Monmouth Beach**

## LYME REGIS TOWN COUNCIL

## TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

## MINUTES OF THE MEETING HELD ON WEDNESDAY 8 JANUARY 2025

**Present****Chairman:** Cllr M. Ellis**Members:** Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Denney, Cllr P. Evans, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr A. Wood, Cllr G. Turner**Officers:** A. Mullins (support services manager), AK Mullins (property and projects assistant), A. Turner (operations manager)**24/54/TMH Public Forum**

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

**24/55/TMH Apologies**

Cllr G. Caddy – holiday  
Cllr C. Reynolds

**24/56/TMH Minutes**

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, the minutes of the previous meeting held on 6 November 2024 were **ADOPTED**.

**24/57/TMH Disclosable Pecuniary Interests**

There were none.

**24/58/TMH Dispensations**

There were none.

**24/59/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 6 November 2025****Town Bus**

As the deputy town clerk was not at the meeting, it was noted a full briefing about the town bus would be emailed to members.

**24/60/TMH Update Report****Three Cups**

It was noted scaffolding had gone up outside the building this week. It was also noted officers were trying to arrange a meeting with the Palmer family, rather than their property agent, to discuss the future of the building.

## **Installation of Communication Boards in Play Areas**

It was noted the boards would be delivered on 10 January 2025.

### **24/61/TMH Town Management and Highways Committee – Objectives**

#### **Office project**

There was some concern this project had slipped and a member asked the reasons for this.

The property and projects assistant said there had been several issues, including the museum not being able to vacate Unit 1 until this year and due to negotiations over the use of additional units and subsequent discussions with the architect to draw up revised plans.

*Cllr G. Stammers arrived at 7.08pm.*

### **24/62/TMH Memorial Benches**

Members felt a 25-year lifespan on memorial benches was too long and 20 years was suggested.

It was also noted that people who bought benches paid a maintenance fee of £250 at the outset, but this charge had never been reviewed. Therefore, this would be included as part of the annual review of charges by the Strategy and Finance Committee.

Proposed by Cllr P. May and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce a 20-year lifespan on new and existing memorial benches on town council-owned land

### **24/63/TMH RNLI Lifeguard Monitoring Report and Beach Safety Assessment**

Clarification was sought on the time period of the service level agreement between the council and the RNLI, as the covering report said the five-year agreement started in 2024 but the RNLI's report said they were looking for a service level agreement with the council from 2025.

The operations manager said he would clarify this and report back to members.

A member was concerned about the location of the lifeguard tower, as it had been pulled away from the beach wall, leaving a gap behind it which wasn't used, and felt the council needed to have more input into this.

The operations manager said he would discuss this with the RNLI.

### **24/64/TMH External Works' Budget Performance, 1 April – 31 October 2024**

Members noted the report.

### **24/65/TMH Complaints, Incidents and Compliments**

Members noted the report.

## 24/66/TMH **Monmouth Beach Land Stabilisation Works**

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 matters relating to 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.

## 24/67/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 matters relating to 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.

## 24/68/TMH **Exempt Business**

### a) **Monmouth Beach Land Stabilisation Works**

Members noted two quotes had been received, which were very similar in price and both under the approved budget. The property and projects assistant said there were some technical points officers wanted to clarify with both contractors, regarding the movement of lorries and the clearing of the scrub at the site.

As officers wanted to be able to instruct a contractor within the next few days, it was suggested the final appointment was delegated to the town clerk, in consultation with the chairman of this committee and the mayor.

Proposed by Cllr P. May and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate authority to the town clerk, in consultation with the chairman of the Town Management and Highways Committee and the mayor, to appoint a contractor to carry out the removal of slipped material from the land above Ware Cliff at the town council-owned chalet and caravan park.

### b) **Chalet and Day Hut Sites at Monmouth Beach**

Members were supportive of officers' actions to resolve ongoing issues with two sites at Monmouth Beach.

Proposed by Cllr P. May and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to approve up to £6k of unbudgeted expenditure to provide a replacement day hut at 23 Monmouth Beach on a 'invest to earn' basis.

*The meeting closed at 7.30pm.*

**Committee:** Town Management and Highways

**Date:** 26 February 2025

**Title:** Matters arising from the minutes of the Town Management and Highways Committee meeting held on 8 January 2025

**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**

#### **24/60/TMH – Update Report**

##### **Installation of Communication Boards in Play Areas**

The communication boards have been installed at the Anning Road and Henry's Way play parks and next to the beach toy recycling box on the seafront.

#### **24/62/TMH – Memorial Benches**

Four memorial benches will be installed in the refurbished Garden Pavilion and have been offered to those at the top of the memorial bench waiting list. A quote has been obtained for wooden benches with cast iron ends, including a plaque.

#### **24/63/TMH – RNLI Lifeguard Monitoring Report and Beach Safety Assessment**

To confirm, the service level agreement with the RNLI for a lifeguard service started in 2024 and is a five-year agreement until 31 December 2028.

The location of the lifeguard tower has been discussed with the RNLI in previous years. It was moved from the corner of the beach because of wash out in that location. The RNLI have found that at other beaches where the tower is located next to a wall, children are able to climb onto the structure. It was therefore agreed the tower in Lyme Regis would be moved away from the wall and agreed it would be located in such a position to allow the beach rake and tractor to get behind it.

#### **24/66/TMH – Monmouth Beach Land Stabilisation Works**

Despite some issues with the sub-contracted supply of trucks to remove the earth from site, the main contractor has made good overall progress and anticipates removing all material from the chalet park by 1 March 2025, as originally planned.

However, because of early issues with sub-contractor supply of trucks, some material will be removed from the caravan park and deposited on the rear section of Monmouth Beach car park. The contractor has undertaken to remove this material by 14 March 2025, at the latest.

In addition to the main works off Ware Cliff, some material has also been used to stabilise and improve access to four day huts at Western Beach. This should safeguard their access and use for the foreseeable future.

## **24/67/TMH – Chalet and Day Hut Sites at Monmouth Beach**

The day hut site at Monmouth Beach is now wholly back in the council's control and a replacement hut and its marketing is being progressed.

The situation with the chalet site is more complicated and is the subject of a confidential report elsewhere on this agenda.

Mark Green  
Deputy town clerk  
February 2025



**Committee:** Town Management and Highways

**Date:** 26 February 2025

**Title:** Update Report

**Purpose of the Report**

To inform members about progress on significant works and issues

**Report**

**Perimeter wall – Churchyard**

Progress with this project continues to be much slower than anticipated and it is not being treated as a high priority with the various other projects currently ongoing. 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.

As set out in the objectives report elsewhere on this agenda, the anticipated timescale for undertaking the repairs is autumn 2025.

**Cemetery Lodge**

This project is progressing well, currently on programme and on budget. The anticipated completion date is the last week of March 2025, after which, members will be invited to view the site as part of an official 'opening'. The works will transform the overall utility of the building.

**Replacement Amenities Hut**

As previously reported, work was completed on the new amenities hut prior to Christmas, we have received practical completion from Dorset Council building control, and the building is now in use. The minor fitting out referred to in previous updates is almost entirely complete with only one or two items remaining outstanding.

It was intended to bring a post completion project report, including full costs compared to budget, to this meeting but this has not proved possible because not all relevant invoices and professional fees have yet been submitted/paid. The report will, therefore, be brought to the next meeting. What can be said at this stage is that the total cost is marginally over the approved budget and this will be fully accounted for in the report.

Members are reminded that the official opening is taking place on Monday 24 February at 10am.

**Office Project**

A detailed report was taken to Full Council on 12 February 2025 and good progress continues to be made. As agreed, a negotiated tender for the required works is being finalised with Bagwells Ltd of Sidmouth and they plan to commence work in early-March with anticipated completion during early/mid-May.

The detailed logistics of any move and how best to maintain the full range of council services and functions during any transition period, including the possibility of a short period of office closure during the transition from one building to the other will be discussed separately at the chairmen's meeting. Other issues are dealt with in a separate report elsewhere on this agenda.

## The Three Cups

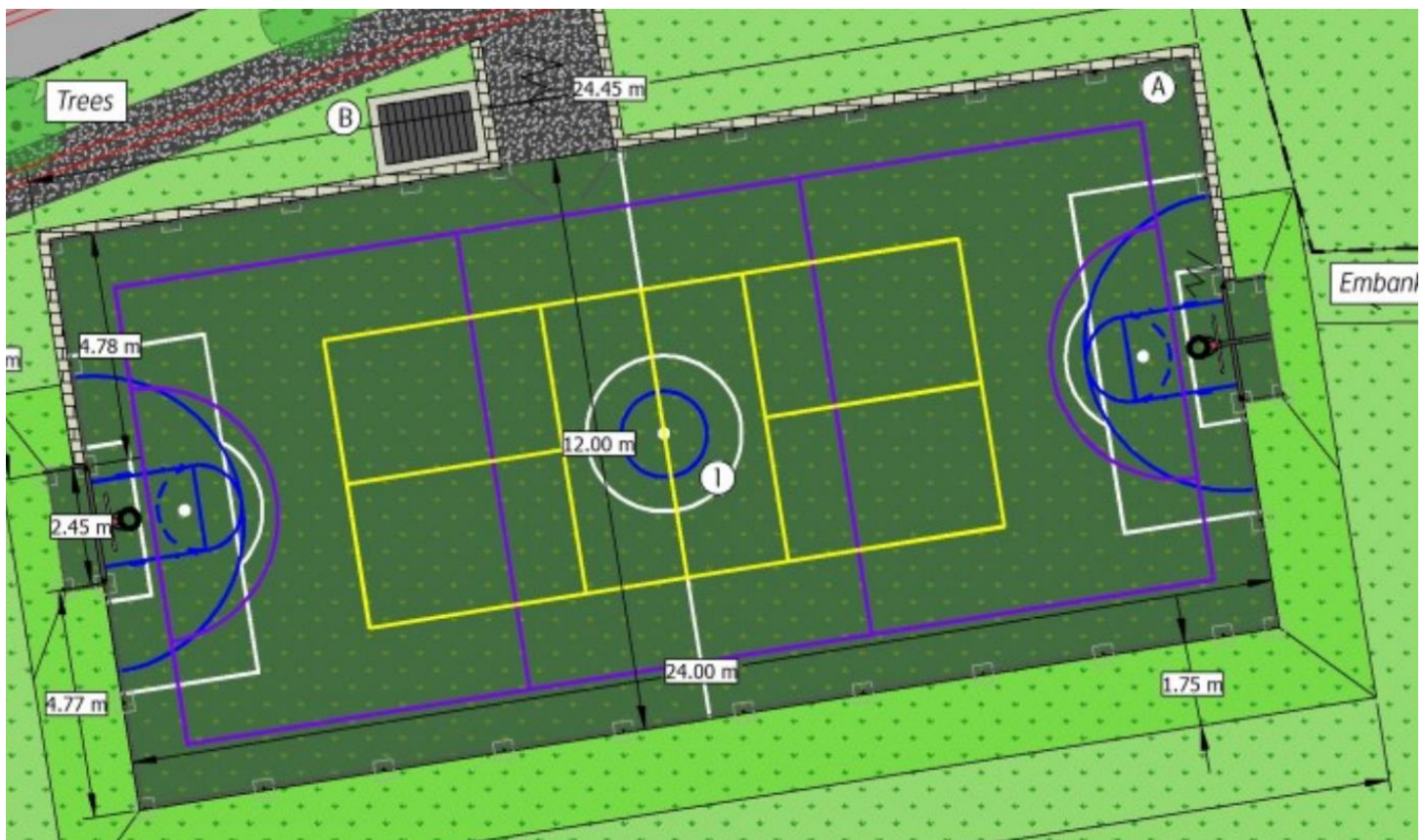
As has been reported previously, the owners of The Three Cups are seeking a joint venture partner to, hopefully, help bring forward the development of this site.

The marketing agent has agreed to brief the council on progress and the suggestion is that all members be invited to a separate informal briefing and the details will be circulated in due course. It has not yet proved possible to arrange the intended meeting with the Palmer family referred to at the last meeting of this committee.

## MUGA

A detailed update report was taken to Full Council on 12 February 2025 and good progress continues to be made. The intention is that the BMX humps be removed and the land levelled and seeded during early/mid-March and a local contractor has been instructed. The MUGA and associated ground and access works will be undertaken by Sovereign and plans showing the intended location and layout were included in the report to Full Council.

The proposed design is shown below and includes line markings for football (white), basketball (blue), pickleball (yellow) and netball (purple).



Sovereign are able to commence work at the beginning of June with an anticipated programme of works extending until mid-July. This will mean the MUGA is available to be used during the school summer holidays.

The overall budget for all works will be significantly less than the approved budget of £150k. At present, the anticipated total cost is less than £100k. A further verbal update will be provided at the meeting.

## Harbour Store

Work is complete and the building is in use. The only outstanding task is to install the approved biodiesel tank, which is ordered but still awaiting delivery; this is being chased.

As with the amenities hut, It was intended to bring a post completion project report, including full costs compared to budget, to this meeting but this has not proved possible for the same reasons. The report will, therefore, be brought to the next meeting. What can be said at this stage is that the total cost of the originally costed works is marginally under budget but that additional ground and external/surfacing works have taken the total cost slightly over the approved budget and this will be fully accounted for in the report.

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

### **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.

New memorial benches will be provided in the shelter and these will be offered in accordance with the council's recently agreed policy.

### **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 public comment at that stage. To date, there is no clarity around the timescale for this next stage of the process, it could still take several months.

### **Woodmead Car Park Drainage Works**

The contractor has made good progress and the work is due to be completed by the end of February and within the agreed budget. A post completion report will be submitted to the next meeting of this committee.

Mark Green  
Deputy town clerk  
February 2025

**Committee:** Town Management and Highways

**Date:** 26 February 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 2 April 2025.

Mark Green  
Deputy town clerk  
February 2024

Objective	Budget £K	Completion date	Lead officer	Committee	Comments
Replace lamp heads and refurbish lamp columns	20	March 2025  December 2024	PW	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	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>

					<p>January 2025.</p> <p>Machines installed as planned in January 2025 and are working well.</p>
Replace gardens' handrails	10	<p>March 2025</p> <p>October 2024</p> <p>March 2025</p>	PW	TMH	<p>2024-25 will be year two of a five-year rolling programme.</p> <p>2024-25 work is proceeding to programme.</p> <p>There is £5k remaining in the budget, which will be used to complete the outstanding work in 2024-25. Officers are optimistic the programme can be completed in 2025-26.</p>
Drainage at Woodmead car park	50	<p>December 2024</p> <p>June 2025</p> <p>31 March 2025</p>	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> <p>Contractor appointed and start date of 3</p>

					<p>February 2025 agreed. Completion prior to Easter 2025.</p> <p>Contractor commenced on site on 3 February 2025. Work is expected to be complete by end-February 2025.</p>
Repair church walls	30	<p>July 2024</p> <p>March 2025</p> <p>TBC</p>	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 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>LBC application to be submitted prior to works commencing, probably in late-summer/early-autumn 2025.</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	AT	TMH	<p>Order has been placed, delivery is expected in June 2024.</p>

		<p>October 2024</p> <p>March 2025</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> <p>Office move – 31 May 2025</p> <p>Disposal of office – TBC</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 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> <p>Strategy and Finance Committee on 29 January 2025 approved the appointment of Bagwells Ltd of Sidmouth to carry out the works.</p> <p>Pre-commencement meeting with the approved contractor took place on 11 February 2025. Work is expected to commence in early-March 2025 and be complete in early-May.</p> <p>Draft sales particulars elsewhere on this agenda for member approval.</p>
Guildhall repairs	50	November 2024 March 2025 October 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> <p>Anticipated timescale now autumn 2025 or to coincide with any works to existing office building by new owner.</p>
Refurbish cemetery lodge	125	December 2024 February 2025	MG	TMH	<p>Bat roost assessment will be undertaken on 16 May 2024. Planning permission to be submitted in June 2024. The tender return date is 12 June</p>

		March 2025			<p>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 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 January 2025	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.</p>

		March 2025			<p>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> <p>Work commenced in January 2025. External plaster has been removed and waiting for building structure to dry out before further work can be complete.</p>
Install a defibrillator at the amenities hut	1,5	October 2024 November 2024	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 the Traffic and Travel Working Group, including improvement of the town bus	10	March 2025 ????? timescale now not within control of town council	MAD MG	TMH	<p>Projects will include the 20mph zone, improvements to the town bus, improving pedestrian safety on Cart Road and park and ride.</p> <p>Council agreed to allocate £5,500 of the budget to two new speed indicator devices on Sidmouth Road. Report taken to Full Council on 17 July 2024 to allow members to consider the results of</p>

					<p>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>Town bus has been ordered. Meetings with volunteers have taken place. Good progress is being made with operational requirements.</p>
Install new and replace existing CCTV	86	October 2024  ?????	MG	TMH	<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</p>

					<p>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> <p>Agreed nine seafront cameras have been installed and four are live. Some additional connection works are required for the remaining five.</p> <p>The skatepark camera will be installed w/c 24 February 2025. The Baptist Church camera has been installed. All other cameras are installed and operational but currently can only be observed locally as there are ongoing issues with Dorset Council and BT regarding the link to the control room in Dorchester.</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 progress.</p>
Replace Langmoor Room door	7	June 2024 October 2024	MAD	TMH	<p>This project has been carried over from 2023-24. Quote obtained for £2,900.</p> <p>Order placed. Long lead time of 8-10+ weeks.</p> <p>Door has been replaced.</p>
Remedy water ingress to the Jubilee Pavilion	35	May 2024 July 2024	MG	TMH	<p>This project has been carried over from 2023-24. Contractors on site w/c 3 June 2024 to complete.</p> <p>Work completed. Budget overspend of c.£1k.</p>
Undertake refurbishment of harbourmaster's store	125	October 2024 November 2024 Completed mid-December 2025	MG	TMH	<p>This project has been carried over from 2023-24. Tender documents have been sent out and report elsewhere on this agenda.</p> <p>Tenders considered by Town Management and Highways on 5 June 2024. Formal appointment of contractor at Full Council on 17 July 2024.</p> <p>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.</p> <p>Building works complete and only installation of bio-diesel tank awaited. All other external works complete, including creation of additional outside secure storage space.</p>

					External works' team is now occupying the store and the beach rake is being stored there. Delivery of biodiesel tank overdue and being chased.
Footpath repairs in the gardens	100	November 2024 March/April 2025	MAD AT PW	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 took place on 9 November 2024.
Replace the amenities' hut	157	October 2024 November 2024 Completed mid-December 2024	MG	TMH	This project has been carried over from 2023-24. Work has been ongoing since 25 April. It is an 18-week construction programme. Temporary arrangements in place.  Work is ongoing, completion date in September 2024. Project is currently on budget and slightly ahead of programme. Member 'open day' to be arranged post completion.  Final completion delayed by problems with meter change and electrical connections/testing. New date for practical completion is 6 November

					<p>2024.</p> <p>Final completion mid-December 2024.</p> <p>Building is complete and ready for occupation. Mini golf team started using the building from 15 February 2025. Official opening took place on ??.</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 July 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> <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>



					Update report was taken to Full Council on 12 February 2025. Sovereign selected as the contractor. The start-date is w/c 2 June 2025, with completion in late-July. The BMX humps will be removed and the land levelled during March 2025.
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**Minutes**  
**Travel and Transport Working Group**  
**17 February 2025**

**Present:**

**Members:** Cllrs Caroline Aldridge, Gail Caddy, Philip May, Cheryl Reynolds

**Apologies:** Cllrs Michaela Ellis, Graham Turner

**Officers:** Peter Williams, acting operations manager, John Wright, town clerk  
Kevin Humphries and Andrew Bradley for the item on Dorset Council's proposal for improving the pedestrian environment

**Dorset Council proposals for improving the pedestrian environment**

The working group considered presentations from two officers from Dorset Council's economic growth and infrastructure team, Andrew Bradley, project manager and Kevin Humphries, transport planner. Andrew and Kevin explained Dorset Council's proposals for Broad Street and Cobb Road.

**Broad Street**

The proposed plan is attached, **appendix A**. It incorporates:

- controlled traffic movement from the mid to bottom section of Broad Street, with priority given to traffic travelling west, i.e., up Broad Street
- the redesignation of car parking bays adjacent to the Bell Cliff Café to a 'loading bay' area
- the removal of car parking spaces outside The Royal Lion to facilitate stationary traffic waiting to move east, i.e., down Broad Street
- consideration to the introduction of 'no waiting and no loading at any time' restrictions on the highway opposite the existing parking bays at The Royal Lion.
- an extension of the footpath area above Cobb Gate Car Park, which is currently used as a bus stop
- the siting of a bus shelter in the extended footpath area
- the possible redesignation of Cobb Gate Car Park to disabled parking, only.

The purpose of Dorset Council's proposal is to make the bottom of Broad Street safer for pedestrians; buses currently sweep across the pavement at the Rock Point and the front end of buses encroach onto the pavement as they reach the bus stop, and to reduce vehicle strikes on numbers 2 to 4 Broad Street.

In addition, with the current configuration, pedestrians can get stranded in the road and be confronted by traffic approaching them from three directions, i.e., east, west and from Cobb Gate Car Park.

Dorset Council officers said the proposal also complies with a Dorset Council objective to reduce/remove 'on-street' parking in town centres.

Dorset Council officers estimate the total cost of works at £100,000 (detailed costing awaited) and said this was a scheme Dorset Council would look to fund. Dorset Council's officers said a financial contribution towards this project from the town council would be welcomed and could help prioritise its delivery.

Dorset Council officers could not confirm a start date but indicated it would be 2026-27, at the earliest. Dorset Council officers said they would clarify cost and timescale.

The working group asked the town clerk to bring a report on this proposal to the Town Management and Highways Committee on 26 February 2025.

## **Cobb Road**

The proposed plan is attached, **appendix B**.

The proposal is to introduce a 'collar bone' island at the bottom of Cobb Road. The island will incorporate a hatched 'refuge' island and street lighting.

The purpose of Dorset Council's proposal is to make the bottom of Cobb Road safer for pedestrians.

Dorset Council estimate the total cost of works at £80,000 (detailed costings awaited) but said no funding was available. Dorset Council's officers suggested grant funding could be sought, or the town council could fund the works in whole or part.

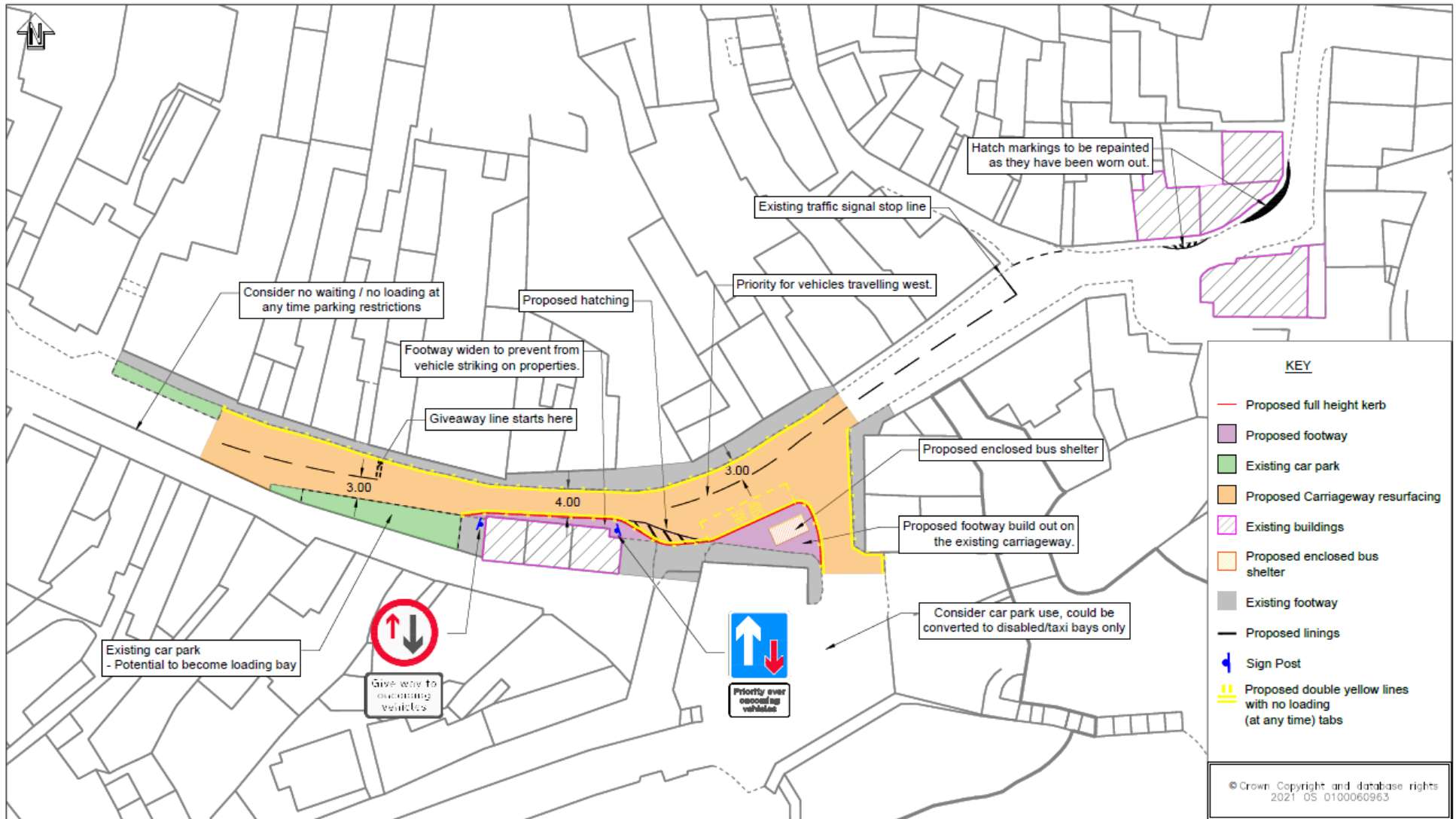
The working group asked the town clerk to bring a report on this proposal to the Town Management and Highways Committee on 26 February 2025.

### **Amendments to the town bus route ahead of the new service**

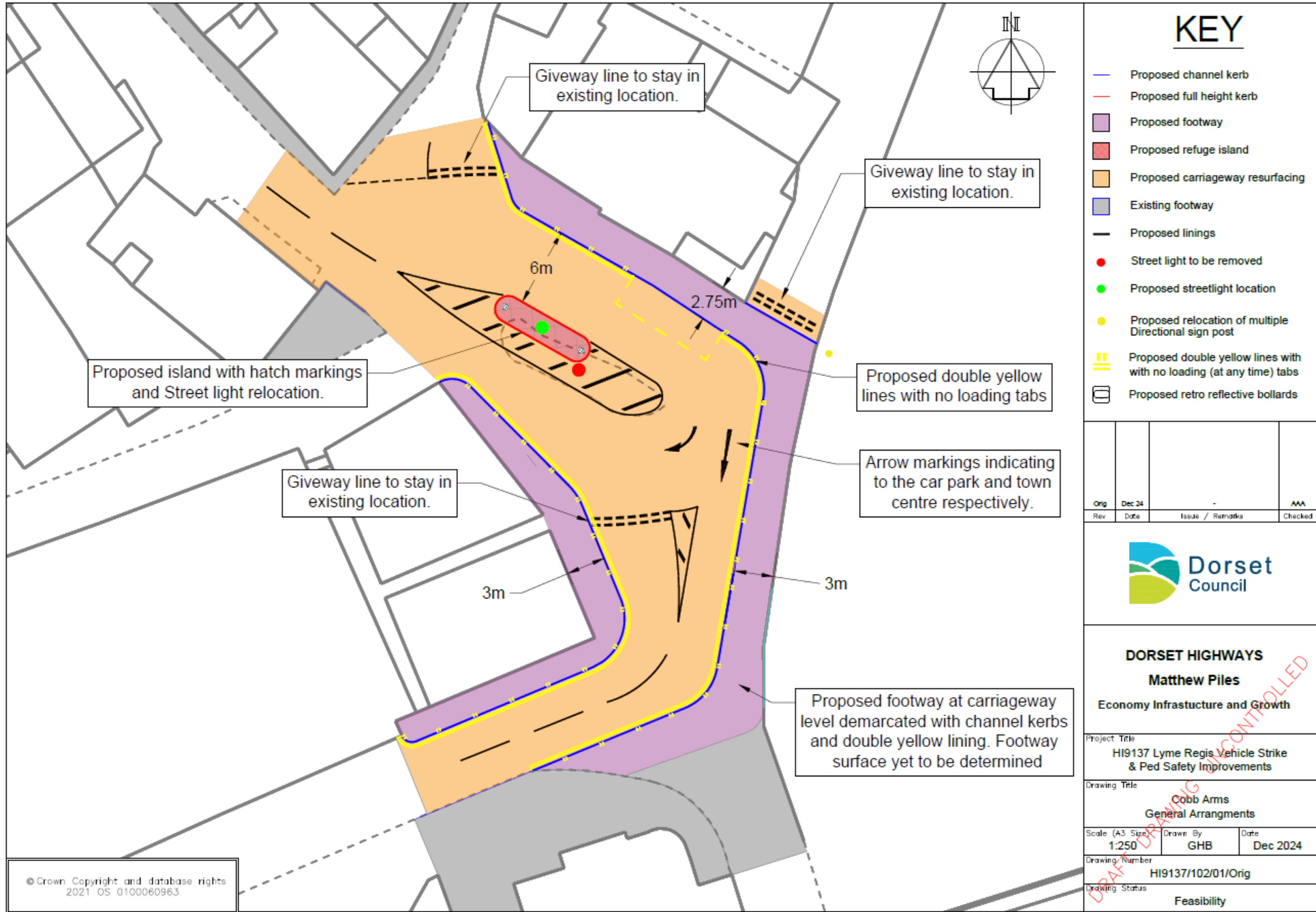
Members considered [the existing bus route](#), and agreed to recommend the following to the Town Management and Highways Committee on 26 February 2025:

- the previous route remains intact and is extended to include Uplyme village centre, Garmans Field, Woodberry Down and Woodmead Halls
- in extending the route, the working group recognised the frequency of the service would have to be reduced and the logistics of this should be delegated to officers
- the town bus route is reviewed after six months of operation.

It was agreed the **next meeting** of the travel and transport working group would take place at 3pm on Monday 24 March 2025.



<p><b>DORSET HIGHWAYS</b> Matthew Piles Economic Growth and Infrastructure</p>	Project Title		HI9137 Lyme Regis Vehicle Strike & Ped Safety Improvements		Drawing Number HI9137/101/01/Orig
	Drawing Title		Broad Street / Church Street General Arrangements		
Scale (A3 Size)	1:500	Drawn	GHB	Date	Dec 24
Drawing Status		Feasibility		Orig	Aug 24
				Rev	Date
				Issue / Remarks	
				Checked	



**KEY**

- Proposed channel kerb
- Proposed full height kerb
- Proposed footway
- Proposed refuge island
- Proposed carriageway resurfacing
- Existing footway
- Proposed linings
- Street light to be removed
- Proposed streetlight location
- Proposed relocation of multiple Directional sign post
- Proposed double yellow lines with no loading (at any time) tabs
- Proposed retro reflective bollards

Orig	Dec 24		MA
Rev	Date	Issue / Remarks	Checked



**DORSET HIGHWAYS**  
**Matthew Piles**  
 Economy Infrastructure and Growth

Project Title  
 HI9137 Lyme Regis Vehicle Strike & Ped Safety Improvements

Drawing Title  
 Cobb Arms  
 General Arrangements

Scale (A3 Size) Drawn By Date  
 1:250 GHB Dec 2024

Drawing Number  
 HI9137/102/01/Orig

Drawing Status  
 Feasibility

DRAFT - WORKING UNCONTROLLED

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**Committee:** Town Management and Highways

**Date:** 26 February 2025

**Title:** Town Bus Operating Arrangements and Route

### **Purpose of Report**

To consider the operating arrangements and route for the replacement town bus service

### **Recommendation**

Members consider the operating arrangements and route for the replacement town bus service and instruct officers accordingly

### **Background**

1. The background to the loss of Service 71 and this council's plans to replace it with a new service are set out comprehensively in the report to Full Council on 4 September 2024. Members are referred to that report to avoid duplicating the information in this report.
2. At that meeting, members agreed '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.'
3. Since that meeting, substantial progress has been made and this has been the subject of various reports and updates to committees. Most recently, it was reported to Full Council on 12 February 2025:

*A fully refurbished, low mileage but second-hand 16-seat Peugeot 2.2 Hdi minibus has been ordered at a cost of approximately £30k + VAT ( the approved budget was 'up to £55k') and a further meeting took place with the 'volunteers group' on 4 February 2025, at which the practical issues of rotas, insurances, DBS checks, driver training, etc, were discussed in more detail. The intention remains to have the service up and running during April.*

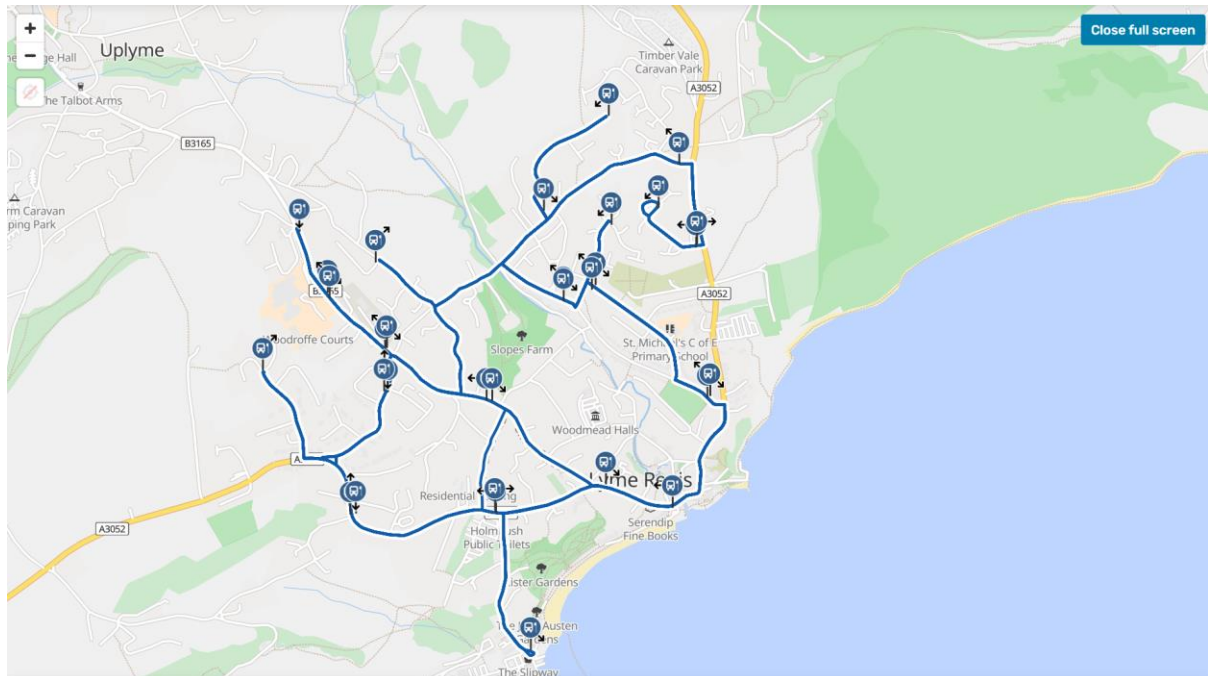
*The route of the bus will be discussed at the Travel and Transport Working Group (TTWG) meeting on 17 February 2025 and a full report will be submitted to the next meeting of the Town Management and Highways Committee on 26 February 2025.*

### **Report**

4. At the 17 February 2025 meeting of TTWG, members considered the route of the replacement service and were of the view that it should be extended to include Uplyme, the new housing developments at Woodberry Down and , Garmans Field and the Woodmead Halls. The need to run the service to the bottom of Cobb Road was questioned, as was the need for a long stop at Woodroffe School, where the previous service had turned around.
5. It was noted that the current intention was to run the service on three weekdays per week, probably Monday, Wednesday and Friday, between the hours of approximately 9.15am and 4pm. The officer view was this was the most that could reasonably be achieved using the 10

existing volunteer drivers. This would become clearer when all rota information had been collected and collated.

6. Before proceeding further to check the route and its timings using one of the council's existing works vehicles, members of this committee are asked to consider/support the views of the TTWG. The working group noted that the suggested extensions might reduce the number of circuits of the town per day by one, but felt this was a reasonable compromise.
7. The route of the previous service 71 is shown below for information:



8. In addition to the route and its timings, members also need to consider and agree the precise form of service to be provided, i.e., either a fare paying service registered with the Traffic Commissioners or a free-to-use 'community service'.
9. The officer view is that the former option is simply not viable, despite offering the potential for fare income to offset operating costs. It requires there to be a named and qualified 'operator' and a designated 'depot'. It also involves onerous consequences for failing to either run the service or keep to the published timetable. Moreover, it requires drivers to hold a PSV driving licence or pass the relevant test, something which the majority of volunteers do not currently have, and which would be onerous in terms of the cost and time commitments to obtain. A registered model also includes more onerous requirements for vehicle maintenance and testing.
10. The 'community service' model has none of these requirements but does mean that a fare cannot be charged to defray costs. Donations are permitted, but this probably complicates the service operation unduly and is something which several volunteers have expressed concerns about. It allows drivers to take up to 16 passengers on either a C1 or D1 class of driving licence and, although the intention is to provide training, none is specifically required.
11. The absence of fare income is a consideration, but officers calculate that the annual cost of operating the replacement bus service, including fuel, insurance and maintenance, to be less than the roughly £16k p.a. cost of subsidising the previous Service 71.
12. The only potential risk associated with operating to a 'community' model is there is contradictory advice about whether such a service can operate to a pre-planned route and to a published timetable. The officer view is that it can, provided it is not competing unfairly with an existing registered service. Given the council sought quotes from registered operators and no

acceptable quotes were forthcoming and the intended route largely follows town streets where no other service currently can or does operate, the risk of challenge is minimal.

13. Based on the above information, the officer advice is that operating the new town bus service to a 'community' model and charging no fare for its use is the only realistic option.
14. Any recommendations from this committee will be considered by the Full council on 2 April 2025.

Mark Green  
Deputy town clerk  
February 2025



**Committee:** Town Management and Highways

**Date:** 26 February 2025

**Title:** Monmouth Beach Garages Roof Replacement

### **Purpose of Report**

To inform members about water ingress into the eight garages the council currently lets at Monmouth Beach car park

### **Recommendation**

Members to consider these issues and indicate to officers how they would wish to proceed.

### **Background**

1. The town council owns eight garages at Monmouth Beach car park. These garages are let to Lyme Regis residents on a yearly basis with an income of £1,375.00 excl VAT per annum, per garage.

### **Report**

2. Historically there has been little to no maintenance required to the garages. However, the roofing material is now of an age where it's starting to fail due to its location in close proximity to the sea and with limited protection from prevailing winds.
3. Currently five out of the eight garages are leaking through the roofs, with standing water in two of these garages so replacement roofs are needed.
4. The suggested material is one of the strongest profile sheet materials currently on the market and comes well recommended for our exposed location.  
[34/1000 Box Profile, Plastisol Coated Roof Sheet \(0.7mm\) | Cladco](#)  
[Avon Clip Assembly \(Pack of 10\) - Compton Roofs](#)





5. This project would be an unbudgeted expenditure at a cost of £3,050 for 30 roofing sheets and £750 for 250 roof fixings, totalling £3,800. Installation would be carried out in house by the external works' team.
6. Any recommendations from this committee will be considered by the Full council on 2 April 2025.

Pete Williams  
Acting operations manager  
February 2025

**Committee:** Town Management and Highways

**Date:** 26 February 2025

**Title:** Proposed Highways Changes to Broad Street and Cobb Road

### **Purpose of Report**

To allow members to consider an initial proposal from Dorset Council's economic growth and infrastructure team on proposed highway changes to Broad Street and Cobb Road.

### **Recommendation**

Members consider the report, further review the proposals when detailed costings and timescales are received from Dorset Council, and ahead of any consultation undertaken by Dorset Council, discuss the proposals with Lyme Regis Business Group and feed those comments back into any further discussions on the proposals.

### **Report**

1. On 17 February 2025, the Travel and Transport Working Group considered presentations from two officers from Dorset Council's economic growth and infrastructure team, Andrew Bardley, project manager, and Kevin Humphries, transport planner. Dorset Council's officers explained proposals for Broad Street and Cobb Road.
2. The working group asked for these proposals to be brought to this committee for consideration.

### **Broad Street**

3. The proposed plan is attached, **appendix 12A**. It incorporates:
  - controlled traffic movement from the mid to bottom section of Broad Street, with priority given to traffic travelling west, i.e., up Broad Street
  - the redesignation of car parking bays adjacent to the Bell Cliff Café to a 'loading bay' area
  - the removal of car parking spaces outside The Royal Lion to facilitate stationary traffic waiting to move east, i.e., down Broad Street
  - consideration to the introduction of 'no waiting and no loading at any time' restrictions on the highway opposite the existing parking bays at The Royal Lion.
  - an extension of the footpath area above Cobb Gate Car Park, which is currently used as a bus stop
  - the siting of a bus shelter in the extended footpath area
  - the possible redesignation of Cobb Gate Car Park to disabled parking, only.
4. The purpose of Dorset Council's proposal is to make the bottom of Broad Street safer for pedestrians; buses currently sweep across the pavement at the Rock Point and the front end of buses encroach onto the pavement as they reach the bus stop, and to reduce vehicle strikes on numbers 2 to 4 Broad Street.
5. In addition, with the current configuration, pedestrians can get stranded in the road and be confronted by traffic approaching them from three directions, i.e., east, west and from Cobb Gate car park.
6. Dorset Council officers said the proposal also complies with a Dorset Council objective to reduce/remove 'on-street' parking in town centres.

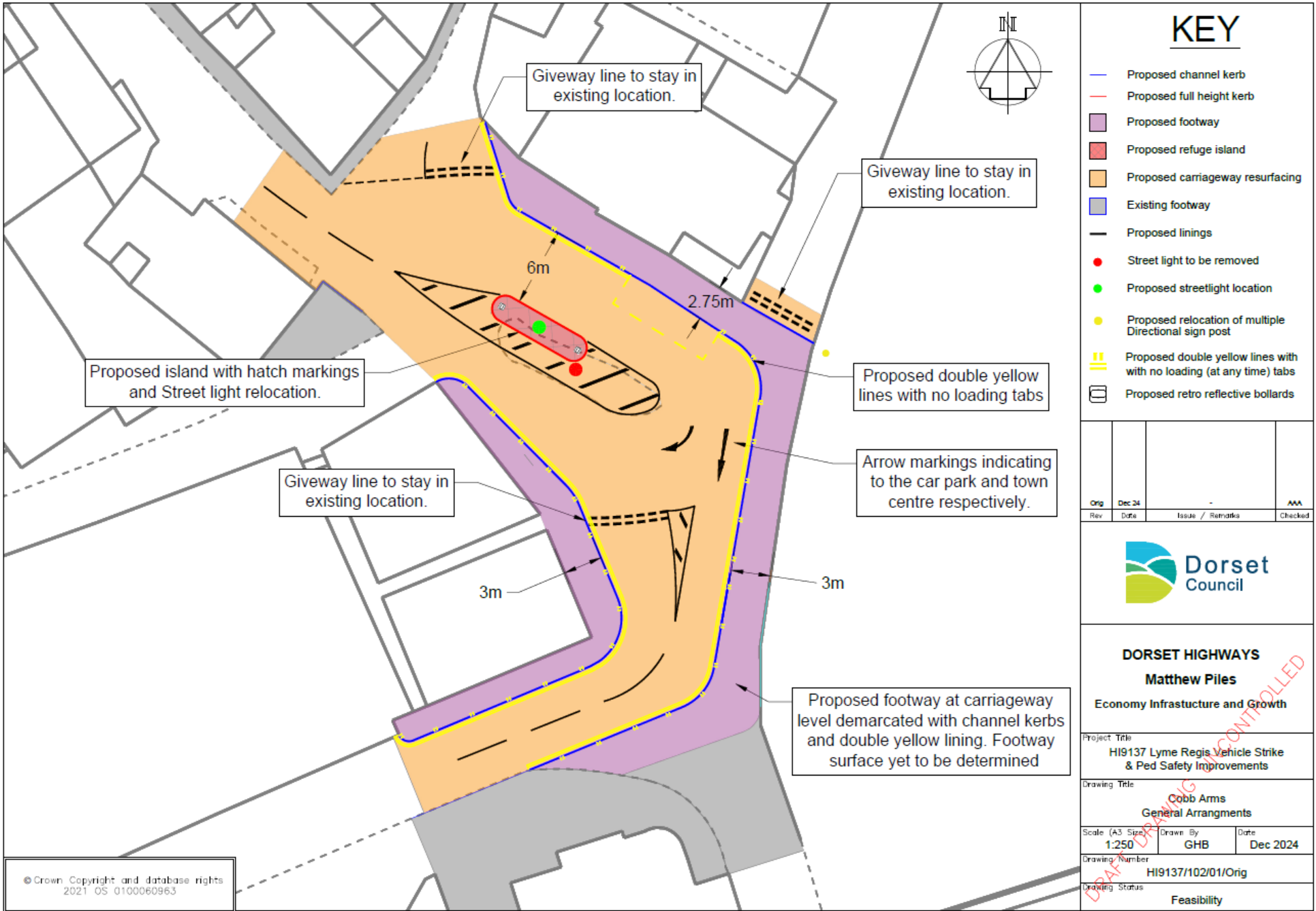
7. Dorset Council officers estimate the total cost of works at £100,000 (detailed costing awaited) and said this was a scheme Dorset Council would look to fund. Dorset Council's officers said a financial contribution towards this project from the town council would be welcome and could help prioritise its delivery.
8. Dorset Council officers could not confirm a start date but indicated it would be 2026-27, at the earliest. Dorset Council officers said they would clarify cost and timescale.

### **Cobb Road**

9. The proposed plan is attached, **appendix 12B**.
10. The proposal is to introduce a 'collar bone' island at the bottom of Cobb Road. The island will incorporate a hatched 'refuge' island and street lighting.
11. The purpose of Dorset Council's proposal is to make the bottom of Cobb Road safer for pedestrians and restrict parking.
12. Dorset Council estimate the total cost of works at £80,000 (detailed costings awaited) but said no funding was available. Dorset Council's officers suggested grant funding could be sought or the town council could fund the works in whole or part.
13. Any recommendations from this committee will be considered by the Full Council on 2 April 2025.

John Wright  
Town clerk  
February 2025





**Committee:** Town Management and Highways

**Date:** 26 February 2025

**Title:** Bridge over River Lym at Town Mill

### **Purpose of Report**

To inform members about issues affecting the bridge over the River Lym at Town Mill and to seek instructions about how best to proceed

### **Recommendation**

Members consider issues affecting the bridge over the River Lym at Town Mill and instruct officers how best to proceed in discussions with Dorset Council

### **Background**

1. The small bridge over the River Lym at Town Mill was installed by this council in 2009 as part of negotiations with the then West Dorset District Council (WDDC) about the creation of a permissive footpath between the Broad Street car park and the Town Mill.
2. Those negotiations resulted in land then owned by WDDC being leased to this council subject to various conditions, including the installation of steps down from the car park to the river and the installation of a small pedestrian bridge over the river.
3. That lease expired in 2019 and was in the process of being renewed when issues arose involving WDDC and their management of the leased land, which resulted in this council declining to complete the renewal of the lease and 'handing back' the land and route to the landowner.
4. Since that time, the route has remained open for public use but with ongoing issues about responsibility for the route and the maintenance of the steps and bridge. The situation was complicated by the demise of WDDC and the creation of Dorset Council (DC) which then 'inherited' whatever ownerships and responsibilities WDDC had in respect to this route.

### **Report**

5. It does appear clear that DC have no legal obligations or responsibilities to either retain the route or to maintain it, including the bridge. It is equally clear that the bridge was installed by this council to a specification agreed by WDDC and on the basis that it should be removed at the end of the lease, if requested.
6. This pedestrian route is clearly well-used and important for the town in general and the Town Mill in particular. Discussions with the DC property team have established that DC is not willing to maintain or take responsibility for the bridge in the long-term, especially given it did not install the structure and it is not on its land, other than the landing on the car park bank of the river.
7. The bridge itself is relatively modern, of modest (about 5m) length with a substantial galvanised steel structure unlikely to require significant work for many years to come. Only the wooden 'treads' require routine maintenance. Indicative annual maintenance costs would be around £200 on average over a five to 10 year period.
8. Dorset Council officers have informally indicated that if the town council were willing to take responsibility for the bridge, then they would do likewise for the remainder of the route from the



Broad Street car park, including the steps, handrails and retaining walls (which have recently been repaired).

9. The alternative is that DC may ask the town council to remove the bridge, as was provided for by the expired lease and/or close the permissive route to avoid ongoing responsibilities.
10. The officer view is that the suggested split of responsibilities is sensible and pragmatic and safeguards an important route for the town. The additional costs to this council would be modest, especially if DC's bridge engineer agreed to carry out the required routine structural inspections, as already happens for the nearby town council-owned bridge to Lepers Well. This latter point could be made a condition of any agreement.
11. Any recommendations from this committee will be considered by the Full council on 2 April 2025.

Mark Green  
Deputy town clerk  
February 2025



**Committee:** Town Management and Highways

**Date:** 26 February 2025

**Title:** Council Offices

### **Purpose of Report**

To inform members about the latest position with the agreed move to alternative premises and the marketing and disposal of the existing premises and to consider the principle of a possible move of the council's principal public meeting venue from the Guildhall to the new offices

### **Recommendation**

Members note the latest position with the agreed move to alternative premises and the marketing and disposal of the existing premises and to consider the principle of a possible move of the council's principal public meeting venue from the Guildhall to the new offices

### **Background**

1. The general background to this issue was set out in considerable detail in the report to the Strategy and Finance Committee on 29 January 2025 (Item 16) and members are referred to that report to avoid duplicating the same information on this agenda.
2. At the 29 January 2025 meeting it was recommended to Full Council 'to instruct officers to write a letter of intent prior to formal approval at Full Council on 12 February 2025 to appoint Bagwells Ltd to carry out the planned works at the council's new offices at St Michael's Business Centre on the basis of negotiated rates and at an estimated total cost of less than the approved budget of £100k, and to note and approve the exception to Standing Orders and Financial Regulations involved in this process.'

### **Report**

3. Immediately following the 29 January 2025 meeting, a letter of intent was sent to Bagwells and they have subsequently confirmed in writing their willingness to undertake the work based on their recent tender-winning rates for the works to the harbour store building.
4. An initial pre-mobilisation meeting with Bagwells was held on site on 11 February 2025, at which the detailed scope of works was discussed, along with start dates and a programme of works. The conclusion was that work could commence in early-March and complete by mid-May, with precise dates still to be confirmed as soon as one or two issues outstanding had been clarified.
5. At the present time, officers anticipate undertaking the physical move from one building to the other using 'in house' resources, with only the possible hire of a suitable box van. Discussions with Dorset Council about IT and telephony are progressing alongside other aspects of the move and are not anticipated to delay the move. A change to Teams-based telephony should ensure an annual saving of around £7k compared with existing stand-alone arrangements.
6. As previously reported, the officer view is that careful thought needs to be given to some limited 'shut down' of the council offices in the period immediately prior to, during and immediately after the move. This will facilitate the destruction of some time-expired paper records, the transfer of others to the History Centre in Dorchester, the move of the residue to the new offices and the rationalisation of the council's shared IT drives. It will also give some time to properly test all new arrangements before 'going live' in the new office. It has and will continue to prove extremely difficult to achieve all of this alongside 'the day job' and the move presents an opportunity to achieve this long-desired objective.

7. At Full Council on 12 February 2025, it was agreed that discussions about any limited 'shut down' would be progressed by the town clerk in consultation with all chairmen of committees, and that process will commence at the chairmen's meeting on 24 February 2025.
8. More generally, one issue which will affect the detailed scope of works, and to a limited extent at least, costs and programme, is the precise use of 'Unit 6' at St Michael's. Although earmarked primarily as a 'meeting room', its size, layout and access, together with good acoustics and ample IT infrastructure make it eminently suitable to host most of the council's public and committee meetings.
9. Although plans have previously been attached to committee reports and members have been invited to view the premises, the uptake of site visits has been poor, and it is suggested that as many members as possible endeavour to visit Unit 6 prior to the meeting. The deputy town clerk is happy to make the necessary arrangements on request.
10. If members are happy to support the use of Unit 6 for most public and committee meetings, this will help inform the detailed specification and the ordering of suitable furniture and equipment.
11. Any move along these lines would leave the Guildhall for major civic events, such as mayor-making, increasing numbers of weddings and, perhaps, meetings of Full Council. The move would undoubtedly save money on heating and utilities, given that Unit 6 will need to be heated as part of the general office use of the building and has much more efficient lighting, insulation and underfloor heating. Car parking is generally not an issue on site in the evenings and it would be a more efficient arrangement for officers in terms of meeting set up time and not needing to move equipment between two separate buildings.
12. With regard to the disposal of the existing offices, draft marketing and sale particulars are still being prepared, their finalisation having been slightly delayed by obtaining further and detailed planning advice about a range of issues affecting the site. In addition, there have been unexpected issues, now resolved, with title to the land under the archway. A verbal update will be provided at the meeting.
13. Any recommendations from this committee will be considered by the Full Council on 2 April 2025.

Mark Green  
Deputy town clerk  
February 2025

**Complaints and Incidents Summary – 20 December 2024 – 21 February 2025**

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
209	15.01.25	Parking meter complaint in Woodmead Carpark, 11 January 2025. The machine took £3 (3 x £1 coins) before starting to register. In total we paid £9.00 for 4 hrs parking. Ticket number 1081327 number on the front of the ticket 153201 LO1W.	Woodmead Car Park	15.01.25	Operations Manager	Parking machines have been checked, no errors and all machines in working order.

**Complaints and incidents dealt with by Dorset Council**

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
207	31.12.2024	We reside in Sidmouth but regularly visit Lyme Regis for pleasure. I was very disappointed on the most recent visit (31st December 2024) to find that the dog mess was terrible along the seafront and on the main street. Owners had not picked up after their dogs, it was difficult to avoid it in places. Very surprised given that Lyme is usually so clean.	Lyme Regis Beach	31.12.24	Enquiries team	Sent to Ryan Hope (replaced Laura Beddow) at Dorset Council
208	31.12.2024	We have visited Lyme Regis today and would just like to say it seems a shame there's quite a few local shop closures, but the worst thing was the amount of dog's mess everywhere, it was all full we haven't visited for a while but won't be	Lyme Regis Beach	31.12.24	Enquiries team	Sent to Ryan Hope (replaced Laura Beddow) at Dorset Council

		rushing to come back				
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**Compliments received**

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