

Charmouth Parish Council

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MINUTES OF THE FORESHORE COMMITTEE MEETING HELD AT 7:30PM ON TUESDAY 29th JUNE 2021

In attendance: Cllrs Judith Sheppard; Peter Noel; Maralyn Hinxman; Katie Moore, Julie Leah and the Deputy Clerk, Melissa Kirkby

FS20.21 TO APPOINT A CHAIR OF THE COMMITTEE

Judith Sheppard was nominated as Chair and following no other nominations, it was **RESOLVED** that Judith Sheppard serve as Chair of this Committee for the coming year.

FS21.21 TO APPOINT A VICE CHAIR OF THE COMMITTEE

Katie Moore was nominated as Vice Chair and following no other nominations, it was **RESOLVED** that Katie Moore serve as Vice Chair of this Committee for the coming year.

FS22.21 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There were none.

FS23.21 APOLOGIES FOR ABSENCE

There were none received.

FS24.21 DISPENSATIONS

None were received.

FS25.21 DECLARATIONS OF INTEREST

There were none declared.

FS26.21 MINUTES

RESOLVED that the minutes of the meeting of the Foreshore Committee held on the 27th April 2021 circulated to members, be signed as a correct record with the following amendment:

FS19.21a "It was agreed to accept the lowest priced quote." be changed to read "It was agreed to accept the quote from Martins Excavation & Plant Hire and for flexibility funds for the total project to £550 were approved."

FS27.21 PROGRESS REPORTS

a. Shoreline Management Plan 2

Cllr Sheppard explained that all the information had been received from other agencies and no further action is required at the present time.

b. Beach webcam

The issue of the beach webcam was discussed regarding the different options of hosting it. The main issue is whether a webcam is wanted or required at all. It was agreed to refer this to the full Council meeting.

c. Beach Management Plan review

Due to the resignation of Cllr Oatway it was agreed that the Deputy Clerk would carry on with the administration requirements of the Plan review and that councillors would be involved as required further down the process.

d. Increase in wild campers (and complaints about these) on the beach and green

The Clerk had taken advice from the solicitors which was that any campers are trespassers and can be dealt with as the law requires.

e. Rubbish bins – problem of increased rubbish over the summer

Cllr Hinxman and her husband have continued to empty the bins at the foreshore in the evenings. An advert went in the Lyme Online newspaper for an extra staff member to cover the evenings for five days a week including weekends. It was also advertised on the Council's website and Facebook page and groups.

Cllr Sheppard reported that the Facilities Manager has advised that another 1100ltr wheelie bin is hired for general waste which she had asked the Clerk to order. If the recycling waste bags have anything none recyclable in them and staff do not notice, Dorset Waste Partnership will not empty the wheelie bin. Dorset Waste Partnership have suggested removing the recycling bins for the height of the summer so staff can concentrate on general waste disposal. This proposal was reluctantly agreed to by the members and should take place until after the October half term.

FS28.21 HAZARD & INCIDENT REPORT

a. Break ins to Beach Huts

Cllr Sheppard reported that during the day on Saturday 15th May four lower platform beach huts were broken into (not due to bad weather). Overnight on Monday 17th May a hut on the upper platform was broken into. On Wednesday 19th May a hut on lower platform and four huts on the upper platform had been broken into. Damage locks had to be replaced and repairs to huts made. These incidents were reported to the Clerk and the Police on 19th May. The renters of the beach huts were also advised to report to the police. Some renters have asked for padlocks fitted to all the huts. The members agreed that extra locks would not make the huts anymore secure and that they should stay as they are.

b. Suspected boat theft

On Monday 14th June the Beach Office was contacted by a boat licence holder to say that their boat was missing. The Beach Attendant told them to contact the police.

FS29.21 NEW ITEMS FOR DISCUSSION

a. Public making a short cut to West Beach

Cllr Sheppard reported that the NCI had informed us the Clerk that the general public were using short cuts to west beach area down the steep bank. Cllr Sheppard had met with the Facilities Manager had agreed to a short piece of fencing being erected at the top and bottom of the short cut.

b. Possible Enlargement of Kayak Store

Cllr Sheppard reported that requests had been made for more storage space on the kayak rack. The Facilities Manager has measured up the area and there is no more space. The surrounding land is covered by the covenants and so the members agreed to leave the rack as it is.

c. Lighting Beacons - 2nd June 2022

Cllr Sheppard reported regarding the Platinum Jubilee Weekend of 2nd - 5th June next year, the Council have been asked whether it would like to participate in The Queen's Platinum Jubilee Beacons. The beacon lighting event will take place throughout the United Kingdom, the Channel Islands, Isle of Man, UK Overseas Territories and for the first time, in each of the capital cities of the Commonwealth countries on the 2nd June next year. It was agreed to take part and that staff could be asked to help and paid, if needed and available out of hours.

d. Committee Terms of Reference

It was agreed to propose to full Council for approval (Appendix A).

e. Review of Fireworks Display Policy

It was agreed to propose to full Council for approval (Appendix B)

f. Proposals from Environment Group

(i) The members received a report of the planting proposals, (Appendix C). It was agreed to propose their acceptance to Full Council

(ii) The members received the draft Terms of Reference, (Appendix D). It was agreed to propose their acceptance to Full Council with one amendment. To remove the sentence "A person cannot be appointed to the Group if he/she would be disqualified from being elected or becoming a councillor."

FS30.21 CORRESPONDENCE

a. Boat licence reduction

Cllr Sheppard reported that a further email had been received from Mr Randall about a reduction to his boat licence fee. The members agreed to their previous response that a reduction had already been given earlier in the season. They did agree to erecting some signage to point out the slipway and ask the public to keep the area clear for the launching of boats.

b. Charmouth Community Library book sales

Cllr Sheppard reported that Charmouth Library had emailed requesting to use the space outside the Heritage Centre for four Sunday book sales during the summer as in previous years. The proposed dates 18th July, first and last Sundays in August and first Sunday in September subject to weather. It was agreed to give permission for the sales.

c. Art session on beach

Cllr Sheppard reported an email request from Jo Burlington to run art groups for children at the foreshore. She currently runs sessions for toddlers, with their parent/ carers, families with kids under 11yrs, as well as sessions for home educated children, with their parent/ carers too. She does very open ended, exploratory and play based art work. She has a maximum of twelve family groups at the sessions, less if there are some large family groups. The section of beach where she would ideally like to be is west from the Heritage Coast Centre. The members agreed to the sessions in September/October. However, they were concerned about the numbers as twelve family groups of four could be as many as fifty people. The members agreed that a number of about twenty would be more practical in not disturbing other beach users.

d. Email of thanks

Cllr Sheppard reported that an email had been received from Mr Paul Oatway expressing his thanks for the beach staff's assistance to his mother-in-law when she became ill. Noted

e. Crowding at Beach Huts

Cllr Sheppard reported that an email had been received from L Redman complaining that they had felt unable to use the beach hut due to people being sat on the grass outside of the hut. They had asked if the Council would consider some kind of fenced area outside the huts for the use of huts only. The members felt that this was not possible and agreed that laminated signs should be erected on the Green and Blue beach huts saying "Please leave the area in front of the beach huts clear for beach hut users."

f. Delivery vehicles using the private car parks

An email had been received from the owners complaining of delivery vans using their car park for deliveries to a Council tenant. The Clerk investigated. Although it was not a delivery to who the car park owners thought, the delivery had been for a different Council tenant and they have been spoken to about telling delivery drivers to not park in the private car parks.

FS31.21 IN COMMITTEE

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 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. Renewal of Wi-Fi at Foreshore

A report had been previously circulated to the members explain the options of renewing or not renewing the free wi-fi provision at the foreshore. The members agreed to propose to the Finance Committee that the agreement not be renewed.

b. Lease 3

Email from tenant noted.

c. Lease 6

Renewal of lease recommended to Finance Committee with same terms.

d. Lease 1

It was agreed to monitor the situation over the summer.

e. Extension of reed bed fence

It was agreed to propose to Finance Committee approval of the recommendation from the Facilities Manager with costs of approximately £625.

f. Shower Provision at foreshore

CLlr Sheppard reported on the idea and costs of a shower at the foreshore. The members agreed not to advance the idea.

The meeting closed at 9.25pm.

Signed

Dated

Referred to Full Council

- FS29.21d. Committee Terms of Reference – Propose approval
- FS29.21e. Review of Fireworks Display Policy - Propose approval with no changes
- FS29.21f. Proposals from Environment Group -
 - (i) To accept the planting proposals from the Environment Group
 - (ii) To accept the proposed new Environment Group Terms of Reference.

Proposals to Finance Committee

- FS31.21a. Renewal of Wi-Fi at Foreshore – Propose not to renew
- FS31.21c. Lease 6 – Propose to renew on same terms
- FS31.21e. Extension of reed bed fence – propose approval of plans

APPENDIX A - Environment Group Proposals June 2021

| Proposal details | Committee | | Time frame | Work to be done by | South West in Bloom | Grant suggestion & approx. cost |
|---|-----------|----|-------------|--|---------------------|---|
| | PF & S | FS | | | | |
| <p>Fruit trees in recreation area</p> <p>The aim is to put in 8-10 fruit trees in the large green area just beyond and slightly North of the bowling green. Grass in that area can be left longer as part of the project to increase biodiversity and water retention with a path mown through it. Trees would be planted Autumn – winter 2021 – 2022. Maintenance around the area of each tree would be carried out by designated tree guardians from the volunteer group who would weed around the tree.</p> | Y | N | Autumn 2021 | Accessing trees and planting by Julie Leah and volunteers. Help from maintenance team if available. Grant application – Environment group and Clerks for final stages. | Y | Queen’s Jubilee Grant Approx £60 / tree plus costs of root grown fungi, stakes and tree guards. |
| <p>Bulb and Wild flower project</p> <p>Bulbs:</p> <p>Crocus and daffodils could be planted in the following areas: Grass areas beside the top entrance to Double Common. Grass verge as you enter the village past Newlands. Planters on Lower Sea Lane and The Street. Recreation area – various sites along the edges and around the fruit tree area. Grass area at top of The Street on the turning to Higher Sea Lane. Cemetery – main central bank</p> <p>Snowdrops, crocus and blue bell could be planted in the bank verges on the way into the village from Lyme direction. Some blue bells are already there so this is just enhancing. Non grassy banks of the cemetery could be planted up.</p> <p>Wild flowers:</p> <p>Until issues of long “grass” cut and collect are resolved only three areas lend themselves easily to wild flowers: the bank as you enter from Lyme direction and the area opposite this under the trees on the left hand side of the pavement which could be re-seeded and left long. Campion, cow</p> | Y | N | Autumn 2021 | Volunteers (ideally school involvement). | Y | No grant as yet found. Groves may donate bulbs as they are very generous. Hogchester may be happy to give wild flower and bluebell seed. Julie Leah might be able to provide local meadow seed. |

| | | | | | | |
|--|---|---|--|---|-----|--|
| parsley, ox eye daisy, knapweed would all grow here. May need to clear some ground ivy. The third area would be the cemetery central bank. | | | | | | |
| Rejuvenating street planters and planting up with low maintenance native perennials and bulbs | y | N | Autumn 2021 | Volunteers as part of bulb project | Y | Donations for plants, cost of paint – maintenance budget |
| <p>Hedging – improving existing hedging / introducing hedging into SSSI.</p> <p>This will require Notice of Proposal forms to be sent to NE.</p> <p>Two areas would benefit from hedging:</p> <p>Hedging around the reed bed in front of the fencing. Mixed native species of hawthorn, blackthorn, willow and field maple are recommended densely planted but allowing scope for one tree growth every 6 meters. Final species advice would be from NE and DWT.</p> <p>Hedging put in to replace hedging removed (when ?) alongside Thallatta to re-establish a key resting site for incoming migrating birds. Mixed species including tamarisk to look attractive. Planting regime dense with trees allowed to grow every 6 meters.</p> | N | y | Autumn 2021- winter 2022 | <p>Julie Leah to help with the Notice of Proposal to NE.</p> <p>Maintenance Team.</p> <p>Julie Leah and Volunteers.</p> | | Close the Gap. Woodland Trust More Hedges Trees for Dorset |
| <p>Cemetery:</p> <p>Two – three native trees on the central bank.</p> <p>Wild flowers- as above</p> | y | N | Autumn 2021 – Winter 2022 | ? | N | Trees for Dorset |
| Apply for South West in bloom. | Y | Y | Ongoing | Env Group and Clerks | Y | N/A |
| <p>SSSI. Helping to review Foreshore maintenance regime – creating specific procedural documentation i.e reduction mowing & strimming frequencies, maintenance of the critical ant hill area, bramble refuge areas and reed bed area, ensuring no herbicides of any kind are used.</p> | N | Y | Ongoing now for submission to NE and other bodies. | Env group helping Foreshore committee. | N/A | N / A |

APPENDIX B

Terms of Reference of the Charmouth Environment Working Group

1. FUNCTION OF THE GROUP

The group will aim to have a core function of being a filter for the Council on environmental issues. This will have the following aims:

1.1 Biodiversity and Carbon capture

To promote or enable projects within the Parish that contribute to local environmental improvements of protecting and increasing biodiversity, flood and wind management and natural carbon capture. This would be on Parish owned or managed land and through liaison with private landowners, local businesses and residents.

1.2 Encouraging Good Environmental Practice

To support the Parish Council in promoting and enabling good environmental practice with regard to issues such as waste management, transport infrastructure, chemical pollution and promoting green energy concepts within the Parish. Much of this might involve acting as an informed body to assess relevant environmentally linked documentation from outside bodies that is passed to the Parish Council for review and response. This would include influencing activities of the Parish Council and residents and businesses that exist within, or impact upon, the Parish.

2. WORKING GROUP COMPOSITION, MEETINGS AND DECISION MAKING

2.1 Composition

The Group shall consist of a minimum of four elected or co-opted members of the Council. The Chairman of the Council may attend ex-officio.

Up to two members of the public may be appointed to the Group. In addition, the Group may co-opt members of the public with specific experience or expertise in a particular topic for the term of that project.

The Group will elect from amongst its number a willing Chair.

A person cannot be appointed to the Group if he/she would be disqualified from being elected or becoming a councillor.

2.2 Voting rights

The ex-officio attending Chair of the Parish Council shall have full voting rights. Members of the public will not have voting rights. The quorum shall be 50 % of voting members and a minimum of three. In the event of an equality of votes the Group Chair shall have the right to a second and casting vote.

A duly convened meeting of the Group at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions invested in or exercisable by the Group.

2.3 Meeting frequency

A minimum of six formal meetings a year should be convened, and these can be attended either virtually or in person as circumstances allow. Other meetings may be in the form of site visits and, for practicality, may only involve some of the Group members. On these occasions, information will be relayed back to the group via email to give a summary of the visit.

The conduct of meetings shall have regard to the standing orders of the Council and to national legislation.

3. FINANCE

The Group will submit proposals for expenditure to the appropriate Committee and will endeavour to attract grants and funding from external sources. The Group will operate under the Financial Regulations of the Parish Council regarding dispersal of this funding.

4. RESPONSIBILITIES

The Chair of the Group shall draw the attention of the Council to any issues that require disclosure to the Council or require action by the Council. The Chair of the Group shall also report to the Parish Council at any relevant meetings on the activities of the Group if it impacts upon that Committee.

5. AMENDMENT TO TERMS OF REFERENCE

The full Parish Council may amend the terms of reference with one month's written notice.

APPENDIX C

Policy Statement – Firework Displays on Parish Council Owned Lands

Introduction

This policy statement is intended to provide guidance to those organisations wishing to hold a firework displays on or over Parish Council owned lands at Charmouth’s Foreshore, the Playing Fields and Cemetery. This policy statement has been prepared to ensure organisations wishing to hold events on and over Parish Council’s lands plan and conduct the event in an appropriate manner and ensure that the Parish Council discharges its responsibilities as the land owner as required by law.

Planning

Firework displays shall only be held on or around Guy Fawkes Night and New Year’s Eve at the Foreshore as well as during the ‘Party-in-the-Park’ event held in the summer on the Playing Fields. The display of fireworks on other occasions will be exceptional and will require the specific prior approval of the Parish Council.

Organisations wishing to hold firework displays shall inform the Clerk to the Parish Council four week before the proposed date. The application shall also include the following information:

- (a) The name of the lead organisation and the name(s) of all subsidiary organisations involved in the proposed event;
- (b) A comprehensive risk assessment and risk mitigation plan; and
- (c) A copy of the public liability insurance policy cover note or other documentation that provides insurance cover for each organisation involved in the event. The public liability insurance shall specifically include insurance cover for firework displays as well as for those persons responsible for and operating the discharge of the fireworks.

On receipt of the required information the Clerk to the Parish Council shall conduct due diligence and ensure that the Facilities Manager or other like person within the Parish Council reviews the risk assessment and risk mitigation plan to ensure that the document is correct and complete and thus ensures that the Parish Council discharges appropriately its responsibilities as the land owner.

Firework Safety

The person responsible for the discharge of the fore works shall be appropriately trained to the requirements of the insurance company.

If the proposed site for the discharge of the fireworks involves the closure of any public footpath then application shall be made to Dorset County Council as the Highway Authority and the Parish Council shall be provided with copies of any permission(s) granted by the Highway Authority.

Fund Raising

Any funds, net of expenses, raised through events held on Parish Council owned lands shall be distributed exclusively to good causes within the Parish of Charmouth.

Rubbish

The event organiser shall be responsible for clearing away all rubbish from both the site used for the discharge of the fireworks and the vicinities where the general public have watched the display or consumed refreshments, beverages, etc. The details about disposal of the collected rubbish shall be agreed with the Parish Council's Facilities Manager or other like person within the Parish Council.

APPENDIX D

FORESHORE COMMITTEE TERMS OF REFERENCE

Constitution and Authority

The Foreshore Committee is constituted as a Standing Committee of Charmouth Parish Council.

The Committee is authorised by the Council to manage any activity within its Terms of Reference.

The Committee's Terms of Reference will be reviewed at the first meeting after the Annual Meeting of the Council or when necessary and make appropriate recommendations to Full Council. The Council may also amend the Committee's Terms of Reference at any time.

The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council.

The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chairman and Chairman of the Foreshore Committee.

The committee shall meet a minimum of 3? times per year.

All external correspondence shall be conducted by the Clerk of the Parish Council and then copied by email to the Chair of the Committee.

Agenda and Minutes of all meetings shall be prepared, published, posted and kept by the Clerk. The unconfirmed minutes of each Committee meeting will be circulated to all members of the Council, published on the Council website, and considered for approval at the next meeting of the Committee.

The Council delegates the roles to the Committee on the basis that the resultant work is being undertaken by the Council as a whole.

Membership & Voting

The Committee shall be appointed at the Annual Council Meeting, or at a full Council meeting during the year if necessary.

The Committee will consist of not less than three and not more than five Councillors. In addition, the Chair and Vice Chair of the Council shall have the opportunity to sit on the Committee as ex officio members and be entitled to vote. The Footpath Liaison Officer is also entitled to attend without voting rights.

The Committee shall elect a Chairman and Vice Chairman (if appropriate) annually at its first meeting following the Annual Council Meeting, or do so after the post is vacated.

Three members of the Committee shall constitute a quorum.

Voting shall be by a show of hands, or, if at least two members so request, by ballot. The Chair of the Committee shall have a second or casting vote in the case of an equality of votes.

Other Council members shall have the right to attend the Committee meetings, and with the right to speak if invited to do so by the Chairman. There is no right to vote.

Members of the public may attend the Committee meetings and make verbal representation on any business to be transacted not exceeding 3 minutes each or 15 minutes on one subject.

Responsibilities and Principal Objectives

Effectively to manage and maintain holdings owned by the Council for the benefit of the public for their pleasure, ease and safety. Such holdings include the reed bed, Evans Green, beach, green, beach huts, The Lookout and the Old Cement Factory Building.

To identify requirements for the repair/replacement of items or areas. Any proposals for expenditure outside the budget shall be submitted to the Finance Committee.

The Committee will have delegated authority to manage all contracts for work in connection with the specified areas.

The Committee shall prepare the annual estimates for the Foreshore and submit them to the Finance Committee in time for its budget meeting.

To ensure external funding opportunities are utilised to fulfil objectives. The Committee shall oversee the submission (in agreement with the Finance Committee) of any application for funding by external bodies and agree any resultant contract or conditions.

To make proposals to the Council for the improvement of existing, or the development of new Council infrastructure, assets, facilities, amenities, services provided.

To instruct the clerk to prepare any response or request to appropriate bodies, and to organise any meeting between various bodies.

To prepare any 'working party' reports, as appropriate, to present to Full Council.

To manage the annual Beach Hut Residents' Draw.

The Committee shall oversee all legal matters pertaining leases and rentals and make recommendations to the Full Council. Any proposals for changes in the rents shall be submitted to the Finance Committee.