

# Charmouth Parish Council

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## MINUTES OF THE FORESHORE COMMITTEE MEETING HELD AT 7:30PM ON TUESDAY 30<sup>th</sup> OCTOBER 2018 AT THE ELMs

In attendance: Cllrs Gerry Bearpark; Graham Bender; Judy Fellingham; Judith Sheppard (Chair); Kay Solomon; and Deputy Clerk, Melissa Kirkby

### F12.1 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There were three members of the public present. A resident spoke about the Plastic Free Community Plan and asked for the Council to pass a resolution in support of the initiative. The resident confirmed that the Council could still be supportive of the initiative even though it does use some single use plastic, such as bin bags. She confirmed it was more a case of supporting the idea and leading by example by trying to cut down on the use of plastic where possible. The Plastic Free Plan working group would also require a representative of the Council to attend its meetings, which will probably be twice a year.

### F12.2 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Paul Oatway who was away.

### F12.3 DISPENSATIONS

There were none received.

### F12.4 DECLARATIONS OF INTEREST

There were none declared.

### F12.5 MINUTES

**RESOLVED** the minutes of the meeting of the Foreshore Committee held on the 28<sup>th</sup> August 2018 circulated to members, were a correct record with the amendment of item FS11.10(i) to read "requesting that the Council support the Plastic Free Community Plan initiative", and were signed by the Chair.

### F12.6 PROGRESS REPORTS

- a. Flood Warden update – Cllr Oatway to update at next meeting.
- b. Shoreline Management Plan 2 – Awaiting a reply from Teignmouth District Council.

- c. Foreshore Toilets –It was reported that the ceiling of the ladies’ toilets has not been re-painted yet and the Facilities Manager is chasing this up. He has arranged a meeting with WDDC on 4/12/18.
- d. Dog Control Order – Cllr Oatway is looking into this issue, to report at the next meeting.
- e. Co- ordination Meeting of Lyme Forward/CPC – Nothing further to report at this time.
- f. WiFi / Web Camera Installation – The wi-fi installation is complete. Its installation has been reported in local news publications.
- g. Kayak Storage – The Facilities Manager is waiting to hear from the person constructing the store.
- h. Lyme Story Boat – It was noted that the Charmouth Events Committee had published their September meeting minutes stating that the Council had refused permission for the Story Boat. This was not correct and the Clerk had contacted the Events Committee asking them to note the correction at their next meeting.
- i. WW1 Beacons of Light – Cllrs Noel and Oatway are organising the lighting of the Beacon at the foreshore at 7pm on the 11<sup>th</sup> November.
- j. First Aid Policy – It was agreed that Cllr Sheppard would draft a First Aid Policy ready for next season.
- k. Defibrillators – It was reported that South West Ambulance Service had been to site and registered the machines located at the foreshore and at the pharmacy. These were both now registered to Lyme Bay Fisherman who are responsible for the checks and maintenance of the equipment.
- l. Library Book Sales – An email had been received updating the Council on the Library Book Sales that had taken place over the summer. The organisers thanked the Council for it’s support.
- m. Plastic Free Community Plan – The members agreed that the initiative was a worthwhile project and that it should be proposed to the Full Council meeting to pass a resolution in support and send a representative to the project’s working group meetings.
- n. Electricity to The Lookout – The installation of electricity to The Lookout has now been completed. The members were asked if they wanted a sub-meter installed at the beach office so that the usage could be re-charged to The Lookout tenants in future. The Committee decided not to install a sub-meter at this time as the cost would not be much greater if done at a later date.

## **F12.7 NEW ITEMS FOR DISCUSSION**

- a. i) Budgets 2019/20 – The members were happy with the existing proposed budgets for 19/20 with the addition of £1000 for the V Sign project; £10,000 for the Factory Building damp and £15,000 for Factory Building re-pointing and window maintenance, and agreed to send these proposals to Finance Committee

- ii) Foreshore Charges – The members agreed to propose to Finance Committee to leave the foreshore charges unchanged except for an increase of the Winter Parking Permit to £25 and the Beach Hut seasonal charges to be increased by 2% rounded down to the nearest pound.
- b. Foreshore Planters – Cllr Sheppard reported that the planters had been emptied and put away for the winter. As there was still money in the budget, she would like to fill the planters again next season and see how they get on. It was agreed that she would replant them next spring.
- c. Charity Fund – It was agreed to propose to Finance Committee that an extra £100 be taken from the car park income making the Charity Fund £850 for youth groups and £250 for non-youth groups.
- d. Paddle Board Instruction – It was agreed that permission be continued for paddle board instruction, to be reviewed in October 2019.

## **FS12.8 CORRESPONDENCE**

- a. i) Charmouth Events Committee had requested the use of the Beach Office for the Firework Display on 3<sup>rd</sup> November 2018. It was agreed that permission be given and that Cllr Bender would open and shut the office.
- ii) Electrical Work required – It was agreed that the Council would pay the £60 cost of electrical work required for the Events Committee to use the power supply for firework display evenings on 3<sup>rd</sup> November and 31<sup>st</sup> December 2018.
- b. Beach Hut Tenancy – An email received from a beach hut tenant was noted. They were not renewing the agreement due to the hut being damp in the winter. The staff had tried to make improvements to the hut, but unfortunately the huts are exposed to bad weather.
- c. Beach Hut Tenant complaints – Emails from a beach hut tenant were noted. The tenant complained about the changes to the staff and management of the foreshore; of the placement of the beach huts in a straight line on the platform area; the removal of cable ties to the hand rails that were used to secure a sun shade; and of staff removing trinkets from memorial benches. The staff had removed the cable ties as it was considered they posed a risk to children’s fingers for example. The Committee agreed that the tenant be written to, explaining that times have changed and the increasing amount of legislation means that additional, trained staff are a necessity. The Committee completely supported the staff who have training in the Council’s legal obligations and risk management etc. The Committee were happy for the tenant to use a removable tie to secure his sun shade whilst using the beach hut. The beach hut tenant does not own a memorial bench.
- d. i) Memorial Benches – A person who had purchased a memorial bench had emailed requesting that they be allowed to remove the bench and receive a part refund of the maintenance cost. This was because flowers and trinkets had been removed from the bench. The staff had removed the flowers as they were long dead and numerous trinkets (which were retained for the owner) as they were posing a risk. The bench is for members of the public to use and they could have easily sat on the trinkets and been injured. The Committee agreed to propose that Finance Committee agree to the bench removal and a refund of £500.56 plus VAT for the remaining years maintenance.
- ii) The current Memorial Bench Policy does not say anything about flowers or trinkets and so

the Committee agreed that a provision should be made. After discussion it was agreed to recommend to Full Council that no trinkets be allowed but that flowers be allowed for special days such as birthdays, anniversaries etc. This would be for 7 to 10 days after which time they should be removed. If they are not removed after this time then the Council staff would remove them. All memorial bench holders should be contacted with updated policy, where possible.

- e. Email from Dorset Coast Forum about Marine Conservation Advice Packages – noted.
- f. Email from Dorset Coast Forum eNews – noted.
- g. An email was received from resident about overnight parking and disturbances at foreshore car parks – An email had been received from a resident about the overnight parking of camper vans and the nuisance driving of cars late at night in the Beach Car Park. It was agreed that as this car park was privately owned the Council had no powers to act. It was agreed that a reply should be sent explaining that the resident would have to contact the owner of the car park and also WDDC about these issues.
- h. An email was received requesting permission to do a beach clean (already approved by Clerk) – noted.
- i. Communications received from CHCC about broken steps and issues with window openers – The Facilities Manager was resolving these problems.
- j. An email had been received from the Senior Warden of CHCC about organising a meeting for permitted fossil walk guides, regarding practicalities and safety issues – It was agreed that the Warden should write a letter that the Council would forward to the other fossil walk guides. They could then choose whether to contact the CHCC direct.

#### **FS12.9 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. Factory Building damp quotes received – it was agreed to propose to Finance Committee that the quote from MAC Builders be accepted.
- b. Beach Steps maintenance – it was agreed not to accept any submitted quotes and that members would meet with the Facilities Manager at the beach steps to discuss the best way forward with the repairs.
- c. Lease 4 Rent Review – noted that the rent review was agreed and finalised.

The meeting closed at 9.45pm.

**Proposals to Full Council**

12.6 m To pass a resolution supporting Plastic Free Initiative and send a representative.

**Proposals to Finance Committee**

12.7 a(i) Accept proposed budgets for 19/20 with the addition of £1000 for the V Sign project; £10,000 for the Factory Building damp and £15,000 for Factory Building re-pointing and window maintenance.

12.7 a(ii) Foreshore charges to remain same except for an increase of the Winter Parking Permit to £25 and the Beach Hut seasonal charges to be increased by 2% rounded down to the nearest pound.

12.7b An extra £100 be taken from the car park income making the Charity Fund £850 for youth groups and £250 for non-youth groups.

12.8d(i) Agree a refund of £500.56 plus VAT for the remaining years maintenance of memorial bench.

12.9a Agree the quote from MAC Builders be accepted.

Signed.....

Dated .....