



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & the Press

Dorset Council Councillors

Dear Member

TOWN & GENERAL PURPOSES COMMITTEE

You are summoned to attend a meeting of the Town & General Purposes Committee to be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 23rd September 2019 at 7.00pm** to consider the following items.

Linda Scott-Giles
Town Clerk
16th September 2019

A G E N D A

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Committee, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Committee may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee. Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. Minutes of the Meeting held on 15th July 2019
5. Town Clerk's Report & Correspondence
6. General Updates from:
 - 6.1 Blandford Business Group (not currently active)
 - 6.2 Blandford Police
 - 6.3 Market Manager (paper to follow)
 - 6.4 Town Team
 - 6.5 Parking Review Working Group
7. DCC Highways
 - 7.1 [To consider traffic calming measures in Edward Street](#) (paper attached)
 - 7.2 [To consider a resident's request for double yellow lines in Westbury Way](#) (paper attached)
 - 7.3 To request a no right turn from Langton Long onto the bypass and a no right turn from the bypass to Langton Long (as requested by Cllrs L Hitchings and Holmes)

- 7.4 To request a white line on the corner of Charles Street/Damory Court Street (as requested by Cllr L Hitchings)
8. Review of Town & General Purposes budgets to 31st August 2019 (papers attached)
- 8.1 [Analytical Review of Revenue Budget](#)
- 8.2 [Review of Earmarked Reserves](#)
- 8.3 [Reserve Accounts](#)
9. [To appoint a contractor for the Town Pump restoration](#) (paper attached)
10. [To consider further Public Art at Badbury Heights/Persimmon](#) (paper attached)
11. [To set the free parking days for Sheep Market Hill and the Market Place for 2019 and to respond to the request from Blandford Yuletide Festival to have 11th December 2019 as a free parking day](#) (paper attached)
12. [To receive an update on the small Christmas trees and approve expenditure for installation of the trees and column lights](#) (paper attached)

DATES OF FUTURE MEETINGS

30 th September	Town Council Meeting
7 th October	Planning Meeting
28 th October	Town Council Meeting (followed by Trust Meeting)

Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and online at www.blandfordforum-tc.gov.uk.

Twinned with Preetz, Germany



Town Clerk's Office
Church Lane, Blandford Forum
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Twinned with Mortain, France



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To consider traffic calming measures in Edward Street

Letter received from resident:

I've been given your email address by Steve Taylor (acting inspector of Dorset Police) about the speed of traffic along the street.

You've probably received many emails/letters regarding Edward Street, but the speed of traffic down this road is getting worse. Of course, there are no police speed traps (because of budgets – ironic given the revenue they could make from the traffic here!), and we all understand the need for the services (both civil and emergency) that need to access these streets.

I had a conversation with Byron Quayle about the traffic flow during the period when the street was shut for the gas works, and he had stated that Albert Street and Victoria Road had seen no extra traffic during the closure - instead, traffic used main roads. This points to Edward Street being a cut-through, and points to the dangers that we face. 18 children live on Edward Street (they all got to know each other during the closure – how lovely!), and while I would be the first to teach children how to be careful near roads, we can't sustain the idiocy of the few who can quite easily manage 40mph, rising through the gears as they career along a road where front doors open directly onto the street (Salisbury Road end), and concealed driveways along its entire length. Add to this the blind crossing of Alexandra Street and Edward Street, and we have the very real risk of death or serious injury.

I had originally emailed the police complaints department about one of their cars that was driving along the street, and they had reported back to say that the car was doing 21mph. Even at that speed, the driver would have been unable to stop if a car had edged out of Alexandra Street.

I have no further complaint to pursue against the police (Steve Taylor emailed back promptly and offered his time to discuss), but I wonder whether the situation on Edward Street may be addressed with some urgency – we are on the edge of someone being hurt or killed, and while we all "joke" about things only happening if there is injury or death, perhaps we can prevent this?

Having discussed with the neighbours, we're pretty much all against speed ramps – they're noisy, and they damage cars regardless of speed. Perhaps a chicane at the Alexandra Street junction? It's the straightness of the road that attracts the intelligentsia in their lowered cars. There's of course the issue of whether a dust cart or delivery van can get through, and more importantly an ambulance, but something has to be done about this – we shouldn't have to suffer. There are streets whose junction is completely closed at one end – London streets have had this done to prevent the exact problem we face. Albert Street is too narrow to speed down – any narrowing of the street? A 6'6" gate?

I understand that adjustments to traffic flow require consultation, and ultimately a referendum, but perhaps the time to act is now.

Yours Faithfully,

Dan Baker

To consider a resident's request for double yellow lines in Westbury Way

Background

In February the Town Council received the following correspondence and considered the request at the Town & General Purposed meeting on 4th March 2019.

On Tuesday 8th January I had a near miss collision with another vehicle travelling on Westbury Way in Blandford Forum.

Residents cars are parked on a corner which means that there is no visibility around this corner and that you have to more into the middle of the road to get around the corner. I believe that there has been a number of complains to the council before and white lines were painted in the middle of the road last year but this is ineffective, we need double yellow lines to prevent the parking. A number of requests not to park have been made by residents of Westbury Way to the people who park on the corner but they have been ignored. I would like to point out that the residents who are parking on the corner do have ample off street parking at the rear of their properties but they refuse to use the spaces preferring to park and obstruct the road. I have attached some pictures which show the number of cars parked on the corner. We need the yellow lines as a matter of urgency before there is a serious accident.

The Highway Code states-

Rule 243: DO NOT Stop, Park, or Abandon a Vehicle

- On a road bend.*
- Opposite a road junction or within 10 meters (32 ft) near junctions or corners (except in authorized spaces).*

Note: An exception applies to situations when you are forced to do so because of stationary traffic.

Rule 244: Highway Code Parking on the Pavement

UK Highway Code parking rules prohibit leaving a car parked on a pavement. Abandoning a motor vehicle on a sidewalk may obstruct and inconvenience all pedestrians.



Information

The Committee resolved that

The Committee does not support double yellow lines on the corner of Westbury Way and waits for a report from Highways who, as per confirmation from Cllr Quayle, are currently looking into it.

In August Cllr Quayle confirmed to the Assistant Town Clerk that the Highways department has looked at this location, working with the Parking Review, and they would support a white line on the corner of Westbury Way, but not a double yellow line.

Recommendation

Councillors should consider the report and decide if they support a white line on the corner of Westbury Way.

Sybille Maddock
Assistant Town Clerk
2nd September 2019

Revenue Expenditure against Budget as at 31st August 2019

N/L code		2019/20				
		Annual Budget	Budget to date	Actual to Date	Budget Variance	
COSTS						
4711	Vandalism - General	176	73	0	(73)	
4782	Vandalism (Tabernacle)	250	104	0	(104)	
4785	Vandalism (M & H) Toilets	1,236	515	0	(515)	
4786	Vandalism - Markets	52	22	0	(22)	
5020	CCTV Maintenance	5,404	2,252	245	(2,007)	
5050	CCTV Electric	296	123	60	(63)	
5060	Grit Bin - Re-fill	515	215	0	(215)	
5600	Street Market - Advertising	1,030	429	0	(429)	
5601	Street Market - New Equipment	618	258	3	(254)	
5602	Street Market - Equipment Maint	103	43	0	(43)	
5603	Street Market - Health & Safety	62	26	0	(26)	
5604	Markets - Telephone	128	53	33	(20)	
5605	Street Market - DCC Parking Charges	11,899	4,958	1,838	(3,120)	Timing - invoice received quarterly
5606	Street Markets - Rates	4,326	1,803	660	(1,142)	Received a Transitional relief
5607	Street Market -Printing & Stationery	21	9	0	(9)	
6200	Planters (Planting & Signs)	4,684	1,952	2,682	731	Timing
6630	Toilets (Tabernacle)- Cleaning	849	354	326	(27)	
6635	Toilets (Tabernacle)- Blg/Ground	335	140	98	(41)	
6641	Toilets (Tabernacle) -Electric	272	113	84	(30)	
6642	Toilets (Tabernacle) -Equip Maint	87	36	0	(36)	
6643	Toilets (Tabernacle) -Equip Purchased	56	23	0	(23)	
6644	Toilets (Tabernacle) -Health & Safety	58	24	0	(24)	
6645	Toilets (Tabernacle) -Water	420	175	136	(39)	
6646	Toilets (Tabernacle)- Rates	1,452	605	699	94	Timing
6650	Toilets - (M & H)- Cleaning	8,479	3,533	3,100	(433)	
6655	Toilets - (M & H) - Building Maint	1,227	511	942	431	£689.73 Electrical Repairs
6656	TIC - Building Maint	652	272	0	(272)	
6657	Toilets - (M & H) - Rates	1,298	541	613	72	
6660	Toilets- (M & H) - Electricity	1,948	812	736	(75)	
6661	Toilets - (M & H) Water	2,122	884	563	(321)	
	Total Costs	50,055	20,856	12,820	-8,037	
	SEE OVER FOR INCOME					PTO

		2019/20				
		Annual Budget	Budget to date	Actual to Date	Budget Variance	
INCOME						
2900	Markets - Street Rent	16,354	6,814	5,445	(1,369)	
2810	Shambles / Craft Market Rent	6,136	2,557	2,363	(194)	
2820	Indoor Market Rent	5,643	2,351	2,456	105	
3500	Toilet Income (M & H)	0	0	0	0	
3550	Tabernacle - Toilets	0	0	0	0	
3850	T & GP Income	0	0	515	515	
3900	Planter Sponsorship	824	343	1,300	957	Timing
<i>Total Income</i>		<i>28,957</i>	<i>12,065</i>	<i>12,079</i>	<i>13</i>	
NET COST / (INCOME)		21,098	8,791	741	(8,050)	

Reserve Accounts as at 31st August

Nominal Code	Standard Asset Replacement Accruals	Responsible Committee	Balances £	Committed Funds £	Description of Committed Funds
1300	IT	F & S	15,163.49		
1305	Skate park	R & A	65,187.88		
1310	General Play Equipment	R & A	55,184.56		
1315	Maintenance Equipment Replacement	R & A	7,465.94		
1320	Vehicle Replacement	R & A	11,672.00		
1325	Tractor Replacement	R & A	16,701.20		
1330	Mower Replacement	R & A	29,100.27		
1340	CCTV- Replacement Fund	T & GP	35,603.44	12,852.20	£12,852.20 CCTV Cameras
1345	Benches	T/C	14,427.30		
1350	Glenmore Depot	R & A	6,943.27		
1351	B/Heights Play Equipment	R & A	4,641.72		
1352	B/Heights Maintenance Equipment Replacement	R & A	1,372.66		
				250,611.53	
	Earmarked Accounts				
	Recreation & Amenities Funds	R & A	923,734.68	10,000.00	WHG Pavilion roof
					£250 Interpretation board:Langton & Marsh / £341 TIC Out & About Booklet /£1,797.60 Christmas Lights for Street / £2,000 S106 Monies expected
	Town & General Purposes Committee	T & GP	31,093.79	388.60	
				944,439.87	
	Other Earmarked Accounts				
1001	Earmarked Interest	F & S	7,006.98	380.00	£380 Pointing work of WHG wall
1002	Property Fund Dividend	F & S	11,643.94	1,392.00	£1392 - Path around Cricket Club
1004					
1005	Election Costs	T/C	7,693.19		
1006	Youth Services	T/C	10,726.03		
1007	Woodhouse Gardens Wall Rebuild (Moved to R & A)	R & A	-		
1008	High Street Clean Up	F & S	-		
1009	BFTC Commemoration Group	T/C	430.73	78.19	£78.19 D Day 75 Commemoration
1010	Capital Interest	F & S	3,134.87		
1011	Land North of Bypass / Sport & Recreation	T/C	52,133.20	52,131.20	Cricket Club Refurb £42,768.20 / £6,000 Path around Football Club / £3,363 Path around Cricket Club
1012	The Blandford Events Group	T/C	442.17		
1013	Neighbourhood Plan	T/C	5,374.11	2,848.00	Consultancy Fees
1015	Support for Essential Services (Earmarked)	T/C	23,049.00		
1017	Woodhouse Garden Re-build	T/C	24,981.67	1,678.28	Extend Woodhouse Gardens
	Grant from Big Fund Lottery				
1019	Old Bath House / St Peter & St Paul's Churchyard (Listed Wall & Town Pump	T & GP	43,772.49	2,690.00	Create access to church walk from old Bath House
1335	Civic Regalia	F & S	18,154.84		
1185	Pension Deficit	F & S	20,000.00	-	
1195	Improvements to Market Place	T/C	70,000.00	-	
1500	General Reserves	T/C	232,954.84	56,372.32	£2,121.25 C/Exch Maintenance / £333.62 Rates Demand / £1,597.80 Payroll / £211.82 Rates Recover Fee for Rebate of Business Rates / £1,609.60 Corn Exchange Roof / £19,402 Underspend of Salaries 2017/18 for Project Manager / £25,940 Underspend of Salaries 2018/19 for Project Manager / £1,825.55 Underspend from Grant Budget 2018/19 / £3,330.68 Extend Woodhouse Gardens
				413,928.07	
	Capital Projects				
1104	Corn Exchange S106 Funds	T/C	81,793.85		
1105	Corn Exchange	T/C	512,505.41	59,851.07	£6,997.77 committed for Lift Installation - Donation from FOTF / £3665.70 Replacement Lantern Lights / £49,187.60 Architect Fees
1110	Corn Exchange Promotions Group	T/C	1,796.06		Replacement of external notice boards
1115	Corn Exchange Project Development	T/C	19,528.83		
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	62,379.97		
1120	Corn Exchange & Venues Refurbishment Project	T/C	79,000.00	-	
1122	Corn Exchange Community Hall S106 Funds	T/C	102,164.62		
1125	Cemetery Field Project	R & A	1,000.00	1,000.00	£1000 Statue Contingency
1135	Railway Arches	T & GP	1,656.04	14,518.08	Includes LEADER Grant
1175	CCTV - New Equipment	T & GP	11,161.40		
				826,653.19	
		Total Reserves		2,435,632.66	
	Surplus from 2018/19			116,980.30	Due to grants received in 2018/19
		Total Available in Reserves		2,552,612.96	

To appoint a contractor for the Town Pump restoration

Background

Pre-app advice was sought from the Conservation Officer to ascertain the best way to move forward with the restoration of the Town Pump. In the report we received it was recommended that we obtain a 'specification of works' report from a stonemason to be able to seek quotes and to give a framework for any Listed Building Consent application.

Officers then obtained a specification of works and sought three quotes from local contractors who are experienced in this area of work i.e. the cleaning and restoration of protected buildings/monuments.

Detail of the Report

Officers have met with three contractors to discuss the Conservation Officer's comments and the Specification of Works report. One of the three contractors, was keen to remove the roof and dismantle the top four courses of stone to remove the old and decaying ferrous metal fixtures as well as the plaques for cleaning as he felt this was the best way to stabilise the monument and deal with the cracks and movement caused by the decay of the metal cramps. (a similar situation to that we faced during the façade works).

The other two contractors were not in favour of this as they felt it could be more detrimental than beneficial to the monument to carry out such invasive works and they also felt it would be unlikely to get LBC approval. They stated that dismantling the stonework was not required to deal with the cracks and decaying cramps and this would significantly increase the cost.

Financial Implications

Contractor A:

He met with the Conservation Officer to discuss his suggested works for the pump. The contractor is in strong disagreement to the deconstruction of the pump. As soon as the pump is deconstructed historical relevance of that structure is compromised. In his professional opinion minimal intervention with the structure to remove the ferrous fixings is possible and more appropriate. The removal of all existing cementitious mortars and replacement with an agreed lime mortar would suffice in consolidating and preserving the monument.

- Stonemason/conservation operative plus Labourers for 10 days - £2,500.00
- All materials including both new Portland and Chilmark stones - £1,750.00 (the cutting out and reinstatement of the return egg and dart string course)
- Both mechanical (Thermatech steam cleaner) and physical (poultice) cleaning of entire monument including plaques - £1,750.00 (Thermatech was used on the façade to clean the stonework).
- Complete reinstallation of new leadworks to both roof and fountain bowl - £2,500.00
- Scaffolding/site security - £1,100.00

Total £9,600.00

Contractor B:

- Scaffolding for four weeks, one lift sheeted plus security fencing
- Plant hire including large water butt, labour and materials
- Cleaning the monument to remove loose debris, gentle pressure wash followed by applying a solution to draw all the organic staining
- An appropriate poultice to be applied to the area with heavy carbon deposits several times
- Stone repairs, raking out and re-pointing with recommended mortar

Total £7,460.00

Contractor C:

Cleaning

- Supply and fix protection for the lettered plaques against excessive water on their faces and down through joints, £150
- Remove general staining off all exposed masonry and base using high-pressure steam equipment, Inc
- Soften up sulphation stains to underside of portico elements using intermittent water/steam spray, in conjunction with the general cleaning, and scrub off with bristle brush. Should the result need it carry out further cleaning with AB sepiolite / cellulose / AFT poultice, £950

Repointing

- Carefully chisel out all loose and fractured pointing to the masonry and plaques, prepare joints and repoint, £875
- Carefully remove all mortar from joints in plinth base, clean and flush out then deep-pack and repoint using gallets / slips to fill and support larger voids, £675

Dismantle & Rebuild

- Carefully remove lead roof covering and set aside for scrap recycling, £125
- Take dimensions and design of internal roof structure and carefully dismantle. Consult with CA to either replace, repair or re-use, £125
- Design and install temporary shoring/support to roof structure, Scaffold £1100
- Carefully dismantle masonry above lintels, clean and set aside for reuse, £750
- Remove any exposed ferrous metal. Supply and fix stainless steel link cramps and cover slips to exposed course of masonry, Allow for ten: £420
- Supply and fix cramps to top course of structure and pediment stones, Allow for ten: £420
- Rebuild top courses to original dimensions, £950
- Supply and install new timber roof framing and boards PS, £500
- Supply and install new lead covering to roof, £1200

Repair

- Supply and fix Dutchmen to stones missing material, £300
- Supply and install scissor pinning to fracture in column, £75

Plaques

- Carefully remove two central plaques for cleaning and redecorating, £125
- Carefully clean all the lettered plaques using a combination of poultice and non-ionic detergent, sponged down with warm water, £250
- Supply and install a waterproof neoprene / silicon layer behind the plaques, £100
- Apply a lightly buffed micro-crystalline wax protective coating to the faces and edges of the plaques, £60
- Supply and replace ferrous mounts and restraints of plaques with stainless steel to original design, £175
- Re-fix plaques, £475
- Clean the terracotta plaque, £75

Total £9,875.00

Recommendation

It is recommended that Councillors appoint a contractor for the required works, using funds from budget line 1019 OBH/ St Peter & St Paul Churchyard/Town Pump and match funding from the already obtained S106 monies from the Lidl store (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Sybille Maddock
Assistant Town Clerk
12th September 2019

Jon Goodenough
Operations Manager

To consider further Public Art at Badbury Heights/Persimmon

Background

As part of the three consultations held to determine which Public Art should be installed at Badbury Heights various suggestions were brought forward by residents. As the Public Art installation and the five benches amount to £51,332.50, there is a balance of £5,162 from the S106 monies and Councillors have the opportunity to decide if they wish to take any of the suggestions forward.

Detail of the Report

Further suggestions were:

- a fitness or nature trail
- trees and shrubs
- play equipment (already planned for)
- musical instruments
- art trail
- sculpture
- benches
- youth shelter
- mural
- maze
- fountain

Further location suggestions:

- central grass area near Shaftesbury Lane
- near NEAP
- central green
- throughout estate
- along cycle way

Themes:

- Nature
- Wildlife
- Military (to fit with road names)
- Historical
- Agricultural
- Fitness
- Local environment

Recommendation

It is recommended that Councillors decide if they wish to install any further Public Art and, if so, decide on the design and location and confirm a budget line. A query has been made to the Dorset Council to determine if the balance can be committed to the ongoing maintenance of the public art seating/canopy structure.

Sybille Maddock
Assistant Town Clerk
12th September 2019

To set the free parking days for Sheep Market Hill and the Market Place for 2019 and to respond to the request from Blandford Yuletide Festival to have 11th December 2019 as a free parking day

Background

The Dorset Council has confirmed that for the Market Place and Sheep Market Hill it is now policy that the Town Council may request five days per year for specific events which support footfall into the town. In terms of the free Christmas parking this is not yet written in policy and therefore any individual requests to the Dorset Council will be treated on merits and may be subject to the brief-holder's guidance. The year runs from 1st January to 31st December.

Detail of the Report

At the T&GP meetings held on 1st October 2018 and 4th March 2019 the Committee agreed to the following free parking days for Marsh & Ham, Station Court, Church Lane, Eagle House Gardens and Langton Road car parks (where the year runs from December 2018 to November 2019):

Five free days throughout the year

12th December 2018

20th April 2019, Easter weekend

6th May 2019, Georgian Fayre

23rd May 2019, Love your Market

30th November 2019, Small Business Saturday

Christmas Parking, additional two days

7th and 14th December 2019

The Blandford Yuletide Festival has requested that Wednesday 11th December 2019 is a free parking day, as it was in 2018. That day could be taken out of the five days allowance 2019/20 for Marsh & Ham, Station Court, Church Lane, Eagle House Gardens and Langton Road car parks and could be one of the five days for the Market Place and Sheep Market Hill for 2019.

Recommendation

It is recommended that Councillors request free parking days for the Market Place and Sheep Market Hill for 7th and 14th December 2019, in line with the other car parks in town. Councillors could also request for Saturday 21st December 2019 to be a free parking day for the two car parks and need to decide if the 11th December 2019 should be a free parking day.

Sybille Maddock
Assistant Town Clerk
6th August 2019

To receive an update on the small Christmas trees and approve expenditure for installation of the trees and column lights

Background

In February 2019 Councillors agreed for Town Council staff to take on the installation, maintenance and removal of the small Christmas trees along East Street, the Market Place, West Street and Salisbury Street. At the Town and General Purposes committee meeting held on Monday 15th July 2019 an update was given to Councillors. Since the decision to take this work on, a number of meetings have been held and research has been carried out into the best way of doing it and the costs involved. This has taken time and has evolved due to new information regarding the use of ladders etc., which was reported to Councillors in July.

A full audit has taken place of the tree holder locations and the condition/apparent stability of the holder. Thirty new holders have been ordered to replace 18 in poor condition, leaving us with spares, and these will be replaced by a contractor prior to the installation of the trees.

New Information

As reported at that meeting, Town Council staff had been told not to use ladders to install the trees by the trainer giving their working at height training (the purpose of which was for putting up the trees). This advice was given on site whilst assessing the job and it was recommended to use either a cherry picker or a scissor lift. Whilst using a ladder would seem the best way to carry out this work, the fact that staff have been advised not to, during training, has complicated things. Staff cannot now be instructed to carry out the work from a ladder and if an accident did happen during the installation of the trees it would be said that the Town Council had ignored the advice given by a qualified trainer directly to the staff and it would be liable for any damages.

The issue of the use of ladders for this task was discussed with the Town Council's Health and Safety advisor whose response was:

“The trainer is right; a cherry picker or scissor lift would be safer. If you choose to ignore his advice which you have paid for, and he has given to your staff, what would happen if one of your Staff or Members of the Public were injured, would your insurers cover you for the resulting claim? Could a local Plant Hire Company sponsor the Council and provide an operator for a mobile scissor lift? You would only then have to provide banksman. Unfortunately, common sense does not prevail when working at height as a fall could result in a fatality.”

Due to this, and the ongoing requirement to use a cherry picker for the lights on the main tree in the Market Place, four members of staff have now attended a cherry picker training course. This will mean six members of staff have had this training. If a scissor lift was used for the small trees, then a different training course is required.

Ladders cannot be used for the lights on the lamp posts, which staff have also been asked to install this year, including the 10 extra ones that will be new for this Christmas (a total of 21 lamp posts). Last year the original 11 were done by a contractor, who hired a truck mounted access platform (similar to that used by SSE to maintain the lighting columns), the total cost of the installation was £2,680.00. A quote has been received for the installation and removal for all 21, from the contractor who did it last year. Councillors will recall that this was part funded with £7,500.00 from the Lidl S106 monies due to the improvements being made to the town centre lighting scheme.

A Councillor suggested a contact he had for a truck mounted access platform, as this is not something the usual hire companies we use can help us with, and the cost from the recommended contact is £450.00 per day. The problem with this is the possibility of bad weather once the platform has been hired. Ideally this would be done on consecutive Sundays, but this would cost more if the hire is split over two periods. I am also unsure if all the trees and the lamp post lights could be installed in two days as this isn't something we have done before.

The issue with the use of a trailer mounted access platform, of the type used for the main tree, is the time it will take to reposition it and stabilise it every time it is moved and this will be at least 50 times for the small trees plus the lamp posts. It will block the pavement and the outriggers will be in the road, so signage barriers and cones will be required, and they will also need repositioning every time.

It is worth mentioning in relation to the lamppost lights, that these were installed last year by a local electrical contractor who has a good knowledge of Christmas lighting having worked on the festive lights in Oxford Street. This probably explains why they were done so well and received such positive feedback. Whilst in no way under estimating the abilities of the caretaking and ground staff, I think it is fair to say that their skills and knowledge are not in this area and they will also need guidance from last year's installer in relation to the final connections into the mains and the setting of the timers.

Officers have contacted other Town Councils in the county to ascertain who installs the Christmas decorations and the majority are done by contractors or professional lighting companies and are paid for by the local BID or Chamber of Commerce with financial contributions from the Town Councils. Some Councillors will recall that a contractor was paid for the installation and removal of the small trees when the Chamber used to manage it.

Financial Implications

Small tree installation and removal costs:

The volunteers who installed the trees previously suggested that with the use of a ladder it would take approx. 30-35 hours to install the trees and 10 hours to take down with two people. These timings would increase drastically if the trees are installed with a cherry picker, so the following is based on the use of a ladder, doing this on a Sunday, which will cause the least disturbance to shops and the public. In addition, workload is already at capacity so outside of contracted hours is a must so that it doesn't impact on our other responsibilities.

2.5 days for the installation of the Christmas trees using 4 members of staff.

1.5 days for the removal of the trees.

A total of 4 days.

Wages total per day of £905.78

Approximate additional cost in staff wages **£3,623.12**

If an access platform/Cherry Picker is used, as advised, then the time taken would increase and the hire charges of £450.00 per day would also need to be factored in. This will clearly significantly increase the cost to the Town Council. It would also require Sunday working to avoid disruption to the public.

Cherry picker hire for 4 days **£1800.00**

A quote has been sought for the installation and removal of the small Christmas trees from a local contractor, and they have quoted **£1,400.00**.

Since this quotation was received, additional information about the connections for the small trees has been provided and this has strengthened the case for a qualified electrician to carry out the work as basic electrics is involved, which the majority of the staff are not qualified to do.

Lights on lamp posts installation and removal:

The contractor who put up the lighting on the lamp posts took a day, but there are now double the amount of lamp posts with lights and as the staff are not familiar with this work it is likely to take a minimum of 3.5 days (working on a Sunday again, which is also preferable due to the access platform blocking the pavement) for the installation and removal.

Approximate additional cost in staff wages **£3,169.52**

Hire of access platform **£1,800.00** (4 days hire)

Total cost for staff to do the work **£4,969.52** (including the hire of the access platform)

Contractor quote **£5,300.00** (this includes the hire of the access platform). This quote is from the contractor who connected and decorated the lamp posts last year that received so many compliments.

Recommendation

It is recommended that Councillors approve expenditure authority of:

- £1,400.00 for the installation and removal of the small Christmas trees using funds from the DC Highways budget line which has a balance of £10,587.00, and
- £5,300.00 for the installation, connection and removal of the lights on 21 lamp posts throughout the town, using funds from the Town Improvements budget line which has a balance of £10,544.00, and
- It is also recommended that the Committee either commits this amount within its existing budgets, or a budget is added to this Committee's Earmarked Reserves to cover the costs of putting up and taking down the Town's Christmas decorations each year.

Jon Goodenough
Operations Manager
28th August 2019