



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

District & County Councillors

Dear Member

TOWN COUNCIL PLANNING MEETING

You are summoned to attend a meeting of the Town Council Planning Committee which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 15th January 2018 at 7.00 pm** to consider the following items.

Linda Scott-Giles
Town Clerk
8th January 2018

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 Council, 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 County and District Councils 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 Council 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 Council. 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 4th December 2017
5. To consider a request from the Town Team to use the Town Council Office as the group's postal address (registered and trade address)
6. To consider amending the Mayor Making date in 2018 (email distributed 20th December 2017)
7. To resolve to sign the transfer of public open spaces for Phase 2 of the Persimmon Homes development and approve expenditure authority for the LEAP play area (paper attached)
8. To receive feedback from Cllr Carter on the Retail Needs Assessment workshop held on 9th January 2018

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Town Clerk's Office
Church Lane, Blandford Forum
Dorset DT11 7AD



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Tel: 01258 454500 • Fax: 01258 454432
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9. To consider a license request for Jerry's Café Ltd (formerly Café Soba), 8 West Street (paper attached)
10. Appendix A – New Planning Applications (refer to draft Appendix A attached)
11. Appendix B – NDDC Decisions on Planning Applications and Applications Awaiting Decisions (paper to follow)
12. Site Visits/NDDC Planning Meetings
13. Planning Clerk's Report & Correspondence

DATES OF FUTURE MEETINGS

22 nd January	Recreation & Amenities Committee Meeting
29 th January	Town Council Meeting
5 th February	Planning Meeting

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

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To resolve to sign the transfer of public open spaces for Phase 2 of the Persimmon Homes development and approve expenditure authority for the LEAP play area

Background

Members are aware that we are signatories to a Section 106 agreement to take over the ownership and maintenance responsibilities for the public open space (POS) on Phase 2 of the Persimmon Homes housing development at Badbury Heights. Phase 1 has been transferred. The minute from the Town Council meeting held on 15th October 2007 is as follows:

So that the land transfers can be progressed as soon as the legal paperwork has been received from Persimmon Home's solicitors it was PROPOSED by Cllr Lindsay, SECONDED by Cllr Rose and AGREED unanimously that

The Town Council delegates authority to the Chairman of Council and the Town Clerk to sign the legal documents in relation to transferring the public open space (POS) land on Phases 1 and 2 of the Badbury Heights development and the documents relating to the transfer of the land allocated for a children's local equipped area of play (LEAP), subject to prior receipt of written confirmation that the remedial work to the wall adjoining the cemetery field will take place once the developer is on-site building Phase 3a.

The long-awaited (and constantly chased) transfer documents for Phase 2 have now been received from the Town Council's solicitor. The solicitor is still awaiting confirmation that the soakaways have been adopted but everything else is in order.

Section 22 Execution and sealing of legal deeds within the Standing Orders state that:

- a. A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b. Subject to standing order 22(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

The minute from 2007 could be used to address 22a however, the resolution was made 10 years ago and this report is also being used as an update/notification report and an opportunity to delegate authority to officers to proceed with the play area.

Phase 2 Balmer Road Play Area

The play area agreed for Phase 2 is known as a LEAP, which is a Local Equipped Area of Play for accompanied children of early school age, up to 8 years. These should offer at least 5 types of play equipment. Seating should be provided for accompanying adults, bins, a notice board and the area fenced.

In the past, council has considered waiting for all Phases to be transferred prior to installing play areas as it is anticipated that the council would receive better value for money. However, Councillors are aware that residents have waited over 10 years for the infrastructure they expected and there are sufficient funds to proceed with this Phase 2 play area (Balmer Road Play Area). It is therefore recommended that three designs/quotations are obtained from contractors, which are then presented to the residents of Badbury Heights through a public consultation. The plans will be on our website and in the office, with a surveymonkey link for people to respond to. A newsletter will also be distributed.

Additional Information

The Grounds & Property Manager and Supervisor will inspect the public open spaces within Phase 2 w/c 8th January 2018 and any concerns will be reported to the Planning meeting on 15th January 2018. They are familiar with the public open spaces and the additional member of staff is not required until Phase 3a & b are transferred.

Financial Implications

The Town Council has already received £51,192.08 for the maintenance of Phase 2 over a 10 year period and £43,160 in capital sums for the play area (for the equipment) and £63,710.63 for the commuted sums for the maintenance of the play area over a 10 year period.

Three quotations for the Phase 2 play area were obtained in 2006:

Company A £35,323.15

Company B £48,823.10

Company C £34,813.00

In 2012 the play area at Park Road was £20,700 and Langton cost £44,000. This Phase 2 site for a play area is in between the two so the costings seem valid still, bearing in mind the need for street furniture too.

The Financial Regulations state that:

11. h. Where it is intended to enter into a contract:

- (i) exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in 11.1(i)-(vi) officers shall invite tenders from at least three firms, in line with the Public Contracts Regulations 2015.

The Assistant Town Clerk has therefore drawn up a specification and plans that have been uploaded to both the Publications Office of the European Union and Contracts Finder. The guidelines for these methods are very strict and must be adhered to, along with the timescales involved, hence why this process has already started to avoid any delay. The Mayor's Secretary has ordered the notice board and sought quotations for signage and the street furniture involved and has also approached three companies to inform them of the invitation to tender via Contracts Finder.

Recommendation

It is recommended that the Town Council authorises:

- The Chairman of Council, Vice Chairman of Council and the Town Clerk to sign and seal the transfer document for Phase 2 and return it to the solicitor.
- Officers to proceed with the tender process for the Balmer Road Play Area in accordance with the Public Contracts Regulations 2015 and to select a shortlist of proposals, which will then be presented to residents of Badbury Heights with delegated authority to the Chairman of the Recreation & Amenities Committee to receive the feedback from the public consultation and select the contractor.
- Expenditure authority up to £47,839.99 (the developer contribution plus interest) for the purchase and installation of play equipment, litter bins, signage, a notice board and seating (to be installed as soon as the signed transfer document is returned).
- Officers to include bicycle racks in the scheme.
- Note: fencing has not been mentioned as the original intention was to use the Public Art s106 developer contributions to provide detailed and interesting fencing for the play areas. This has been queried with Hugh de Longh at NDDC and a response will be brought back to the Planning meeting. However, it is recommended that the green palisade fencing used at all Town Council play areas is installed and the Public Art fund is used for an alternative project.

Linda Scott-Giles
Town Clerk
21st December 2017

To consider a license request for Jerry's Café Ltd (formerly Café Soba), 8 West Street

Background

Jerry's Café Limited (formerly known as Café Soba) has put in a license application to North Dorset District Council for the provision of late night refreshments and the supply of alcohol. Blandford Forum Town Council has been contacted as a Consultee.

Detail of the Report

Jerry's Café Limited is requesting an extension of serving hot drinks/late night refreshments on Monday to Sunday from 11pm to 12am, and Friday and Saturday 11pm to 2am.

The request of supplying alcohol is from Monday to Sunday 11am to 12am and Friday and Saturday 11am to 2am.

The applicant has provided the details below demonstrating how they consider to have met the four licensing objectives:

Prevention of Crime and Disorder

Any person who appears to be drunk / aggressive will not be permitted on the premises

No binge drinking promotions shall take place

CCTV to be installed, covering customer areas and external alleyway

Front of premises already covered by town CCTV

Patrons appearing under the age of 25 will be asked for photographic ID (Photocard driving licence, Passport, Proof of age card, HM forces identity card)

Public Safety

Premises to become member of local "Shop/Pub Watch" scheme

No bottles or glasses shall be taken off the premises

Prompt clearing of empty glasses throughout operating times

CCTV to be installed, covering customer areas and external alleyway

Premises to accord with all Statutory requirements

Zero tolerance of anti-social behaviour

Patrons appearing under the age of 25 will be asked for photographic ID (Photocard driving licence, Passport, Proof of age card, HM forces identity card)

Prevention of public nuisance

No binge drinking promotions shall take place

Premises to become member of local "Shop/Pub Watch" scheme

Intoxicated patrons will not be served

Notices will be placed in prominent positions, asking patrons to leave quietly - customers will be asked not to stand around loudly talking in the street outside the premises.

CCTV to be installed, covering customer areas and external alleyway

Patrons appearing under the age of 25 will be asked for photographic ID (Photocard driving licence, Passport, Proof of age card, HM forces identity card)

Doors and windows to be kept closed after 22:00 hrs.

Protection of children from harm

Patrons appearing under the age of 25 will be asked for photographic ID (Photocard driving

licence, Passport, Proof of age card, HM forces identity card)
Well trained staff about requirement for persons' identification, age establishment etc. - all the
details to be provided in Training Record Book
No alcohol to be served by staff under the age of 18
Full compliance with Licencing Act 2003

Recommendation

Councillors should consider the details provided in the report and if the application adheres to the four licensing objectives.

Sybille Maddock
Administrative Assistant
19th December 2017

PLANNING APPENDIX A – NEW PLANNING APPLICATIONS

Planning Meeting on Monday 15th January 2018

Application & Date	Application Details	Recommendations and Neighbourhood Plan Policies:	
1	2/2017/1706/VARIA Mr Bruce Voss 4 th December 2017	<p>The Brewery, Bournemouth Road Blandford St Mary Develop land by the erection of residential development, comprising a mix of new buildings and restoration, extension and conversion of existing brewery buildings. Modify existing / create vehicular / pedestrian access points, access roads and car parking; ancillary engineering and other works including drainage proposals, raising ground levels, landscaping and elevation changes to existing brewery and commercial buildings - outline application with access to be approved for whole site, together with scale, layout and appearance for the restoration, extension and conversion of existing brewery buildings for residential use and for elevation changes to existing brewery and commercial buildings (demolish existing buildings). (Outline application to determine access). Proposed amendment to condition wording to allow a phased approach for delivery of demolition and development works. Application to vary (i) Condition 4 in relation to the approved drawings insofar as they relate to the development of the rear wing of the existing brewery building, (ii) Conditions 3, 6-13, 20, 23-28 & 30 insofar as they relate to the triggers for commencement of works in relation to the phased delivery of demolition, development and occupation, as described in the applicant's submitted document "Planning Conditions Schedule ref 2/2015/1269/OUT - Proposed Amended Wording", and (iii) updated plan or report references in conditions 14, 22 and 26.</p>	Note: Not within the Parish but it will have an impact on the area
2	2/2017/1741/HOUSE Mr & Mrs Nightingale 5 th December 2017	<p>21 Downside Close Erect single storey front extension.</p>	None
3	2/2017/1869/HOUSE Miss N Chau & Mr T Bennett 15 th December 2017	<p>1 Bryanston Street Erect two-storey extension. Install 1No. dormer, 3No. rooflights and 2No. dome lights</p>	11 – Design Management
4	2/2017/1726/ADV Colton Care Ltd 20 th December 2017	<p>Whitecliffe House Nursing Home, 38-40 White Cliff Mill Street Erect 3 No. non-illuminated flag signs, relocate and replace existing nonilluminated signboard and letter sign.</p>	11 – Design Management
5	2/2017/1753/LBC Colton Care Ltd 20 th December 2017	<p>Whitecliffe House Nursing Home, 38-40 White Cliff Mill Street Erect 3 No. non-illuminated flag signs, relocate & replace existing non-illuminated signboard & letter sign & carry out associated external alterations.</p>	11 – Design Management

PLANNING APPENDIX A – NEW PLANNING APPLICATIONS

Planning Meeting on Monday 15th January 2018

	Application & Date	Application Details	Recommendations and Neighbourhood Plan Policies:
5	2/2017/1909/HOUSE Mr G Manson 21 st December 2017	Parklands, Milldown Road Erect timber car port and entrance gates	11 – Design Management

Previous applications:

2/2016/1159/HOUSE Mr & Mrs Nightingale 8 th August 2016	21 Downside Close Erect rear conservatory	The Town Council has no objections to the application.	Approved
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