

**BLANDFORD FORUM TOWN COUNCIL**  
**Minutes of the Town & General Purposes Committee**  
**Held on Monday 20<sup>th</sup> November 2017 at 7.00pm**

**PRESENT**

Cllr H Mieville – Chairman  
Cllr R Carter – Vice Chairman of Council  
Cllr C Stevens  
Cllr D Robinson

Cllr L Hitchings – Vice Chairman  
Cllr Jackie Stayt  
Cllr B Quayle

**IN ATTENDANCE**

Town Clerk  
Nicci Brown – Press  
Ray Storey – Alliance ANPR Manager, Dorset Police  
Alan Hunt – CCTV Operator at Blandford Police Station

Assistant Town Clerk  
PCSO J Burt – Blandford Police

**SITTING IN**

Cllr S Hitchings  
Cllr H White

Cllr John Stayt

**30. PUBLIC SESSION**

30.1 The Chairman reported that the traffic situation on the bypass is strained due to the works at the bridge. Cllr Quayle confirmed that there is one more week of works left, however this is weather dependant.

**31. APOLOGIES**

Cllr P Clark – Chairman of Council

**32. TO RECEIVE ANY DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

None

**33. MINUTES OF THE MEETING HELD ON 2<sup>ND</sup> OCTOBER 2017**

It was PROPOSED by Cllr Jackie Stayt, SECONDED by Cllr Robinson and AGREED (5 in favour, 2 abstentions) that the Minutes be APPROVED and SIGNED.

**34. GENERAL UPDATE FROM**

It was agreed that this matter would be discussed first to allow attendees from Dorset Police to leave after the report.

**34.1 Blandford Police**

PCSO Jamie Burt reported that the latest statistics come from reported crimes. Since the last meeting 8 common assaults were reported, 15 reports of antisocial behaviour, 2 of fraud, 6 of theft from a motor vehicle, compared to none last year, however this was on one evening in one area. Two dwelling burglaries were reported which were connected to theft from motor vehicles. 9 reports of ABH and 3 reports of sexual assault were made. Two of the sexual assault reports were linked and someone is under investigation. One report of possession of a Class B drug, 5 shoplifting, 2 burglaries non-dwelling and one theft other. 64 reports of crime in total were received, 61 reports were received in the same period last month. These figures are from the period between 2<sup>nd</sup> October and 20<sup>th</sup> November.

## 34. GENERAL UPDATE FROM (CONT)

### 34.1 Blandford Police (cont)

The Chairman thanked PCSO Jamie Burt for reporting this information to the Committee, and asked whether there is any other increase in reported crimes other than the increase already mentioned. PCSO Burt explained that although there has been an increase in sexual assault, the offender has been quickly identified and is under investigation. Cllr Carter also thanked PCSO Burt and asked how these figures compare to other towns. PCSO Burt said crime is probably less in Blandford Forum than others and he is investigating a new way of drawing these figures which should allow for better comparison.

#### 34.1.1 To receive an update report on the ANPR scheme and consider expenditure approval with representation from Ray Storey, Alliance ANPR Manager for Dorset Police and PCSO Jamie Burt

Mr Storey provided an overview of ANPR cameras and discussed the proposed locations for Blandford Forum. There are on-going revenue costs, the cameras would have 3G SIMS in with a standard charging price. In this instance the Police would pay for two if the Council would consider paying for the other two, which costs around £12-£14 a month.

The Chairman enquired how exactly is spending this money benefiting the town. Mr Storey explained that it will benefit the town, fraud is a classic example. Most criminals travel in cars and investigations surrounding domestic abuse, burglaries shoplifting and drug dealing. ANPR cameras can evidence that they were in the area. If we capture and deal with one aspect of that crime, the knock-on effect is a benefit for the town.

Cllr Robinson enquired whether the crime must take place for the cameras to be useful. Mr Storey explained that some cars have markers and the cameras can pick this up as it is flagged and is also used as a crime prevention tool.

Cllr S Hitchings enquired what the lifespan of the cameras is. Mr Storey explained the lifespan is 7-10 years. Cllr S Hitchings enquired whether they would consider moving camera 2 to include Persimmon and the Industrial Estate. PCSO Burt explained that would need an extra camera and businesses have been approached to purchase a camera and they were not interested at the time. Cllr Quayle asked whether the cameras are covert and is concerned about vandalism. Mr Storey explained that he has never had a camera vandalised. Cllr White clarified that residents would pay for these cameras and not businesses.

The Chairman enquired when these would be used. Mr Storey explained that they are run 24/7 but they would only be looked at in an investigation and if a number plate is flagged. Out of the 1 ¾ million vehicles in Dorset per day about 5-6,000 number plates are read. The Chairman enquired who has access to the data. Mr Storey confirmed only authorised police officers and police staff with given authority would have access, and this is limited to the average officer for 90 days. Investigation teams and data analysts all need Inspector authority to go over 90 days.

The Town Clerk reported that the Community Safety team at NDDC has committed £5,000 towards the project. There are several budget lines for Councillors to consider, but the CCTV budget line for a replacement system will be needed in the new year to replace the existing CCTV system.

It was PROPOSED by Cllr Carter, SECONDED by Cllr Jackie Stayt and AGREED (6 in favour, 1 abstention) that a **RECOMMENDATION to full council is made that**

**The Town Council approves expenditure for the purchase and installation of 4 ANPR cameras for the town at a minimum of £30,000 to be taken from budget lines agreed by the Finance and Staffing Committee Chairman, Town Clerk and Responsible Financial Officer**

34.1.1 To receive an update report on the ANPR scheme and consider expenditure approval with representation from Ray Storey, Alliance ANPR Manager for Dorset Police and PCSO Jamie Burt (cont)

**and reported to Full Council, with the on-going revenue costs to be added to the CCTV Maintenance budget line 5020 and standard asset replacement accruals to the existing CCTV Replacement Fund budget line 1340 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).**

**ACTION: TOWN COUNCIL**

Post Meeting Note: The suggested budget lines is from the Property Fund Interest. The Town Clerk has applied for an additional £5,000 of funding from the Police Crime Commissioner. The first quotation received (out of three) totals £38,000, hence it is requested that up to £40,000 is approved by full council.

#### 34.2 Blandford Business Group

Mrs Moore was unable to attend the meeting but supplied a report, see Appendix A, which was read by the Chairman. The Chairman expressed his disappointment at non-attendance by a representative.

#### 34.3 Market Manager

Deferred until 19<sup>th</sup> February 2018 meeting.

#### 34.4 Parking Review Update

The Assistant Town Clerk reported that following a Think Tank meeting on the 27<sup>th</sup> October a dedicated webpage has now been set up which contains a link to Survey Monkey for anyone to submit their comments regarding where the parking problem is, what the problem is and whether there are any suggested solutions. 36 responses have already been received. There is also a dedicated email address [parkingreview@blandfordforum-tc.gov.uk](mailto:parkingreview@blandfordforum-tc.gov.uk). Town meetings are being arranged for 26<sup>th</sup> January 2018 and 12<sup>th</sup> February 2018. A newsletter is being sent to all households WC 8<sup>th</sup> January 2018 with all of this information and an advert will be placed in the January issue of the Forum Focus. The results from this consultation will be presented to the Steering Group in February 2018. Letters are currently being sent to Public Sector authorities, businesses, Charities, Churches, Museums and other Local Organisations and Clubs, bus companies and taxi drivers to invite them to comment as well. Representatives from Blandford St Mary Parish Council and Bryanston Parish Council has been invited to join the Steering Group as it is considered that Stour Park and Lower Bryanston should be included in the Review. A comment from a resident of Lower Bryanston reporting issues in New Road has already been received. Bryanston Parish Council has already confirmed that they would like to join the Steering Group and agree that Lower Bryanston should be included in the review. County Cllr Quayle requested that Councillors encourage their constituents to comment on the consultation.

### 35. TOWN CLERK'S REPORT AND CORRESPONDENCE

35.1 School Lane bin – County Councillor Quayle was informed that the bin at School Lane was being removed. The office contacted Dorset Waste Partnership who confirmed that the bin is damaged and cannot be opened and therefore it is currently being emptied with a litter picker. The bin was removed and after a period of time, due to staffing shortages, the bin is now installed. Another bin, at the bottom of Sheep Market Hill, has now also been removed, due to its condition. Town Councillor Lacey-Clarke has reported this matter to DWP. An order has been placed by DWP for a new bin which should take two weeks for delivery.

35.2 Dorset Waste Partnership (DWP) – The Operations & Commercial Services Manager just wanted to make it clear that DWP will not be looking to change bins to wheeled bins in Blandford Forum in the short term, because they do not have street cleansing vehicles equipped to service wheeled bins in the

### **35. TOWN CLERK'S REPORT AND CORRESPONDENCE (CONT)**

north. What they have learnt about operating wheeled litter/dog bins in other areas of Dorset is that the bin housings are important, especially in town centres where bins can regularly be abused by residents and businesses using the bins to dispose of their waste. Councillors may recall that DWP's initial information included the possibility of Town and Parish Councils funding the housing or anchoring for these bins.

- 35.3 Free Parking – NDDC have confirmed that the new parking policy states that we can request up to 5 days free parking a year for events which generate valuable footfall for businesses and free or discounted parking for specific periods in the lead up to Christmas with the 5 free days per year starting from the request of the 1<sup>st</sup> day. Therefore, the year will start on Saturday 2<sup>nd</sup> December 2017 and the matter would therefore not be discussed at the first meeting after the Annual Meeting but would remain on the October T&GP agenda.
- 35.4 Pedestrian crossing at Salisbury Road – The Committee's request for a safer pedestrian crossing to be included in the A350/C13 fund investigations to DCC has been acknowledged and been passed to an officer to assess the suitability for a crossing. The officer will determine if the proposal technically justifies going forward for a full and costly survey.
- 35.5 Expression of Interest Applications Lidl S106 money – A copy of the list of projects that have applied has been provided to the Town Council. Due to the number of Town Council projects, rather than just Committee projects, the matter will be discussed further at the next Town Council meeting on Monday 27<sup>th</sup> November 2017.
- 35.6 Mobile CCTV Camera – The Town Council's electrician has created a 16 AMP spur from one of the Town Council's lighting columns and the mobile camera is due to be installed at Larksmead. This is due to the graffiti issues of late and will be accessible by the staff and can be used by the Police if required.
- 35.7 Calendar – The calendars have now been printed and are being sold. The Committee agreed that the profits of these calendars would go to the Mayor's Charities once the Town Council has been reimbursed the £275 it cost to purchase these. The Responsible Finance Officer has confirmed that VAT could not be claimed back on this purchase as we are selling the calendars and therefore a further £55.00 of expenditure has been incurred than previously reported. It was agreed that on this occasion the £55.00 VAT cost would be met by the Town Council, budget line 1030 Tourism (£2,907), and profits after a £275 reimbursement to the Town Council would go towards the Mayor's Charities as initially agreed.
- 35.8 Churchyard – The Town Clerk reported that Reverend Triffitt has requested a replacement bin for the bin in the churchyard and has contacted DWP for confirmation that they would continue emptying this. After a number of emails regarding ownership DWP will continue to empty it.
- 35.9 Pavements – The Town Clerk reported that DCC has suggested that the Town Council would have to pursue sand blasting of pavements. Therefore, the Town Clerk would ask for a quote and apply for the S106 funds, and enquire about responsibility which currently lies with DCC. Any concerns will be referred back to council to consider.

### **36. REVIEW OF TOWN & GENERAL PURPOSES BUDGETS TO 27<sup>TH</sup> OCTOBER 2017**

#### **36.1 Analytical Review of Revenue Budget**

The paper was noted (see Appendix B).

36. **REVIEW OF TOWN & GENERAL PURPOSES BUDGETS TO 27<sup>TH</sup> OCTOBER 2017 (CONT)**

36.2 Review of Earmarked Reserves

The paper was noted (see Appendix C).

36.3 Reserve Accounts

The paper was noted (see Appendix D).

37. **TO RECEIVE AN UPDATE ON NECESSARY HIGHWAYS WORKS, ABOVE AND BEYOND STATUTORY REQUIREMENT**

The paper was noted (see Appendix E).

Cllr White reported paving stones being pushed up under two beech trees at the junction of Salisbury Road and Hunt Road and requested that DCC investigate these. This matter would be reported to DCC.

**ACTION: TOWN CLERK**

38. **TO CONSIDER HOW TO PROCEED WITH THE EMPTYING OF TWO EXISTING DOG BINS AT ELIZABETH ROAD ALLOTMENTS**

The paper was noted (see Appendix F).

It was PROPOSED by Cllr Carter, SECONDED by Cllr Quayle and AGREED unanimously that

**The Committee instruct Dorset Waste Partnership to empty the bins once a week at a cost of £468 per annum with funds to be taken from the Town Improvements budget line 1040 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).**

**ACTION: TOWN CLERK**

39. **TO CONSIDER A RESIDENT'S REQUEST FOR IMPROVED PEDESTRIAN ACCESS**

The paper was noted (see Appendix G).

Cllr White explained that the legal standing for this is that the person who is disabled must have the blue badge and park in the disabled bay and therefore the space would not be able to be used for visitors. Cllr Quayle explained that there is precedent for a small dropped kerb and white line only big enough for a mobility scooter and she could apply for DCC for that.

It was PROPOSED by Cllr Mieville, SECONDED by Cllr Jackie Stayt and AGREED (6 in favour, 1 against) that

**The Committee requests that officers explain the rules for disabled parking to the resident and suggests that the resident instead applies for a dropped kerb and white line large enough for a mobility scooter only which would be supported by the Town Council.**

**ACTION: TOWN CLERK**

Cllr White left the meeting at 8:32pm.

40. **TO RECEIVE AN UPDATE ON THE BICYCLE RACKS PROJECT AND CONSIDER ASSOCIATED EXPENDITURE AUTHORITY**

The paper was noted (see Appendix H).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Quayle and AGREED unanimously that

**The Committee, subject to a response from Marks & Spencer, approves the additional expenditure of £295 + delivery for the purchase of the bench (a total of £1,295 + VAT) using funds from the Town Improvements budget line 1040 (Expenditure Authority: general Power of Competence Localism Act 2011 s1-8).**

**ACTION: TOWN CLERK**

41. **TO CONSIDER EXPENDITURE APPROVAL FOR THE INSTALLATION OF CCTV CAMERAS ON THE TOWN CLERK'S OFFICE**

The paper was noted (see Appendix I).

The Town Clerk reported that Cllr S Hitchings had a comparable quote from a local company and the Town Clerk has therefore requested another quote from this local company.

It was PROPOSED by Cllr Jackie Stayt, SECONDED by Cllr L Hitchings and AGREED unanimously that

**The Committee approves expenditure of up to a maximum of £1,596.00 + VAT for the purchase and installation of the two fixed cameras for the Town Clerk's Office from the Buildings Maintenance and Materials budget line 5206 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).**

**ACTION: TOWN CLERK**

42. **TO RECEIVE AN UPDATE ON THE CIRCULAR BENCH AT THE TABERNACLE AND CONSIDER ASSOCIATED EXPENDITURE AUTHORITY**

The paper was noted (see Appendix J).

It was PROPOSED by Cllr Carter, SECONDED by Cllr Jackie Stayt and AGREED unanimously that a **RECOMMENDATION to full Council is made that**

**The Town Council approves the expenditure of £2,950.00 + VAT for the new bench as set out in Appendix J from the Benches Asset Replacement budget line 1345 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).**

**ACTION: TOWN COUNCIL**

43. **CONSIDERATION OF THE PROPOSED BUDGET FOR THE YEAR 2018/2019 AND RECOMMENDATION TO TOWN COUNCIL**

43.1 Revenue Budget

The paper was noted (see Appendix K).

43.2 Earmarked Reserves

The paper was noted (see Appendix L).



