



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

District & County Councillors

Dear Member

TOWN COUNCIL MEETING

You are summoned to attend a meeting of the Town Council which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 25th March 2019 at 7.00 pm** to consider the following items.

Linda Scott-Giles
Town Clerk
18th March 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 Council, during which time members of the public may speak (Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100). 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
 - 1.1 To receive a presentation from Jacqueline Robinson on the proposed design and introduction of a Blandford Tartan and to respond to the proposal
2. Report from County Councillor
3. Reports from District Councillors
4. Apologies
5. To receive any Declarations of Interest and Requests for Dispensations
6. Minutes of the Town Council Meeting held on 25th February 2019
7. Town Clerk's Report & Correspondence
8. Civic Report

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Church Lane, Blandford Forum
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9. Recommendations and Receipt of Minutes
 - 9.1 Finance & Staffing Committee Meeting held on Monday 18th March 2019
 - 9.1.1 Recommendations
 - 9.1.2 To RECEIVE the Minutes (to follow)
10. To consider expenditure authority to appoint a contractor to carry out the extension works to Woodhouse Gardens pavilion (paper to follow)
11. To consider expenditure approval for a replacement tractor and roller mower (paper attached)
12. To receive an update on the transfer of amenity areas and play areas at Westbury Way and consider how to proceed (paper attached)
13. To receive an update and consider any requests from the:
 - 13.1 Neighbourhood Plan Working Group – Blandford +
 - 13.2 14-18 Working Group (First World War Centenary)
 - 13.3 Corn Exchange Project
 - 13.3.1 To consider proceeding with associated works to refurbish the stage area (paper attached)
 - 13.4 Public Art Plan working group
14. Reports from Community and Local Organisations (Councillors are requested to advise the Chairman of Council or the Town Clerk if they wish to make a report under this heading)
15. Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

 - 15.1 Town Clerk's Report
 - 15.2 Minutes of the Confidential Meetings held on 17th December 2018 and 11th March 2019
 - 15.3 To receive an update on the Old Bath House and consider how to proceed (paper attached)
 - 15.4 To receive a report on amenity land and consider how to proceed (paper attached)
 - 15.5 To receive a summary report on a Code of Conduct matter (paper attached)

DATES OF FUTURE MEETINGS

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|------------------------|---|
| 15 th April | Annual Town Assembly (Corn Exchange) at 6.30pm followed by Planning Meeting at 7.30pm |
| 29 th April | 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 at www.blandfordforum-tc.gov.uk

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To consider expenditure for a replacement tractor and roller mower

Background

The Town Council purchased a New Holland tractor for £13,400.00 in 2005 with an expected life span of 10 years. The current roller mower (Cutlass), was purchased for £3,300.00 in 2009 with an expected life span of eight years.

Report

The current tractor is used at the majority of the Town Council's venues and is driven on the roads; therefore, it is required to be roadworthy and safe at all times. Over the last year it has become increasingly expensive to keep it on the road and the advice we have received is that, due to its age, this trend is likely to continue. The amount of work that has been required on the tractor has also resulted in it being out of use for numerous periods and, as we have no back-up tractor, this has resulted in a backlog of work building up. As it has already gone past its expected life span by four years, quotes have been sought to replace it with a new model.

The roller mower, which is also heavily used at many of the Town Council's venues, has also exceeded its life span by two years and it is also suffering with increasing maintenance costs. In addition, the newer model will give a better finish, and is easier to adjust.

Financial implications

There is currently **£18,150.00** accrued to replace the current tractor and **£4,262.50** accrued to replace the current roller mower.

Quotes: (All quotes are for a new tractor and roller mower and include the deduction for taking our old tractor and roller mower in part exchange).

Company A: New Massey Ferguson 1740 compact tractor £19,802.00+VAT

New Teagle roller mower £3,600.00+VAT

Company B: New Massey Ferguson 1740 compact tractor £18,650.00+VAT

New Teagle roller mower £2,695.00+VAT

Company C: New Massey Ferguson 1740 Compact tractor £17,500.00+VAT

New Teagle roller mower plus mulching blade and front roller, (not included in first two quotes), £2,775.00+VAT

Recommendation

It is recommended that Councillors approve expenditure authority to purchase a new tractor and roller mower from Company C using funds of £20,275.00 from the standard asset replacement accruals budget line (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Jon Goodenough
Operations Manager
11th March 2019

To receive an update on the transfer of amenity areas and play areas at Westbury Way and consider how to proceed

Background

At the Town Council meeting held on 3rd October 2011 members resolved the following:

The Town Council agrees in principle to the transfer of the areas of public open space and play areas in the Westbury Way development from the District Council subject to the receipt of the commuted sum of £22,000 for their maintenance. This decision to be subject to a ROSPA inspection of the play equipment to ensure there are no problems or issues. Should the ROSPA inspection identify any problems then the District Council is to rectify the issue prior to transfer to the Town Council. Similarly, any issues identified in the public open space at point of transfer to be resolved by the District Council prior to the Town Council taking ownership.

Since the date of this resolution the Project Manager, at the time, tried to progress the transfer of the land based on the conditions outlined above. Despite many site meetings and a lot of correspondence with the developers, little progress was made up to the time of her leaving post in 2017. A list of rectifications to the play areas and tree works, which were required both in the open spaces and the tree buffer, were never carried out (identified in the tree survey in 2014). In addition, there was a problem with getting permission from the original landowners in having the land transferred to the Town Council.

Report

When the Project Officer left in 2017, she updated the Town Clerk and the Operations Manager in regard to the status of the transfer and stated the following was still required:

- Consent from original landowner to transfer the land to BFTC (as opposed to NDDC who was the original recipient of POS under S106) and this had not been received.
- Initial site inspection is now historic and would be required again before transfer could be completed (2 x play areas and would also need to include an up to date tree survey).
- The developer to pay BFTC legal costs to enact transfer.

Since that time the Operations Manager has contacted the developer on several occasions for a progress update without success, however the Town Clerk received an e mail from the developer's solicitors on Monday 11th March 2019 which had the transfer deeds attached with no explanation attached.

Recommendation

It is recommended that, should the Town Council reaffirm the desire to take on this area of land:

- The Operations Manager and Grounds & Property Supervisor inspect the areas of land and the play areas, reporting any recommendations to the developer's solicitor, which must be carried out prior to the transfer.
- A tree survey is carried out and any rectification works done prior to transfer.
- Interest on the £22,000 is calculated and added to the transfer.
- Blanchards Bailey are instructed to act on the Town Council's behalf and their legal costs are paid by the developer.

Jon Goodenough
Operations Manager
14th March 2019

To consider proceeding with associated works to refurbish the stage area

Background

At the working group meeting held with the architects on 14th November 2018 the Operations Manager highlighted the need to address the issues relating to the stage area as the hall is being used for a lot of big events in the town. Subsequently the architects e-mailed to state that they felt this was an area that could be worked on whilst listed building consent was gained for the works towards the front of the building.

The architect visited the stage area both internally and externally during November resulting in a letter to the Town Council on 12th December 2018 stating that they would provide their recommendations within 2-3 days. These were not forthcoming, however the architect made further visits to the building during January and February. As no report was received the Town Clerk organised a meeting of the working group which was held on 11th February 2019 at which the working group decided a further meeting with the architects was required so that they could update on the promised reports and to obtain a progress report on the project in general.

Report

The meeting with the architects was held on the 27th February and they highlighted the following:

Stage roof, external walls and surrounding drainage

- Timbers are rotting where the stage roof joins the gable wall of the Corn Exchange, the render is cracked, the mortar has eroded from the brickwork, and there are random cables throughout. The architect is to arrange to carry out further exploratory work on the roof, this will enable them to draft and cost proposals for removing the old roof, re-tiling, re-leading and installing ventilation.
- There is a standalone wall (the old pub wall) adjacent to the stage external wall and the Town Clerk's Office wall but is not integral to either. The architect advised that this wall serves no structural purpose, but it is creating significant problems regarding access and damp. It was noted that this had always been planned to be removed, in all previous schemes.
- Looking from the Spar car park, water is being retained on the ledge of the external wall, and seeps through cracks in the concrete (at ground level) and the render on the wall. The drains and gulleys are completely blocked causing water to run underneath and into the Corn Exchange. The architect is to draw up and cost, proposals for the above works.

Stage Proposals

- Remove the suspended ceiling, insulate the original ceiling above and install proper ventilation
- Remove the boxing and raise the height of the stage frontage
- Remove the wings and dispose of the curtains
- Gut the remainder of the stage area to create a box of four white walls
- Install four lightweight trusses for lighting (2 across the stage area, 2 front to back)

The Operations Manager asked the architects if they are still intending on appointing M&E consultants as there is a lot of pipe work around the stage area, in particular the large overhead gas and heating pipes as this could affect the planned works to the stage, the architects said they do intend to. He also pointed out that if the side curtains are removed then this will take away the current method of delineating the only fire escapes from the rear of the building and an alternative method would be required.

Under Stage Storage

The architect proposed that a scissor lift be installed behind the removable section of the stage steps. The headroom is currently insufficient, so the original floor level under the stage could be excavated (by approx. 300mm) to provide safe headroom in certain areas below the stage. This original floor is potentially historically sensitive so specific consent would be required. A small section of the stage above the lift would also need to be cut and hinged so it can be opened like a trap door. The practicalities and use of this storage space were discussed, particularly when being used by a caretaker working alone as the Operations Manager has never felt this area to be suitable for storing items that are used on a regular basis, i.e. tables and chairs. Members of the Working Group agreed that the space would not be practical for storing equipment that is used regularly but could potentially be useful for storing longer term items that could, in turn, free up space elsewhere.

Although a lot of what has been identified, the Town Council were already aware of, this is the first opportunity to rectify the problems in this area of the building. It is hoped that the architects will produce costings and detailed proposals for the above work for the meeting.

Recommendation

So that this part of the project can be progressed, it is recommended that Councillors resolve to give the working group delegated authority and expenditure authority up to a specific amount¹, using funds from the Corn Exchange budget lines to proceed with the refurbishment of the stage area, both internally and externally (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Jon Goodenough
Operations Manager
14th March 2019

¹ It is hoped that estimated costs will be available at the meeting.