

**BLANDFORD FORUM TOWN COUNCIL**  
**Minutes of the Town Council Meeting**  
**Held on Monday 26<sup>th</sup> February 2018 at 7:00pm**

**PRESENT**

Cllr P Clark – Chairman  
Cllr H White  
Cllr B Quayle  
Cllr John Stayt  
Cllr L Lindsay  
Cllr L Hitchings  
Cllr N Lacey–Clarke

Cllr R Carter – Vice Chairman of Council  
Cllr C Stevens  
Cllr Jackie Stayt  
Cllr H Galpin  
Cllr P Osborne  
Cllr H Mieville  
Cllr S Hitchings

**IN ATTENDANCE**

Town Clerk  
Operations Manager  
District Cllr A Kerby

Assistant Town Clerk  
Nicci Brown – Press

**164. PUBLIC SESSION**

164.1 Cllr White reported that the late Mike Owen has bequeathed £15,000 to the William Williams Trust.

164.2 Mr and Mrs Barber spoke about their concerns about the Balmer Road Play Area and, in their view, the lack of consultation on the location of the facility. They feel that it is not the best position for a play area as children currently play imaginatively on that area and ride their bikes. It is a very quiet area at the moment and they are concerned about potential antisocial behaviour.

Cllr Lindsay confirmed that the areas were designated when the development was planned by Persimmon Homes. The Town Council is working towards this requirement, which it is obliged to do, and the site plans show all the play areas. Mrs Barber would like it minuted that she thinks there has been a lack of consultation regarding the hedges. The Operations Manager confirmed that the hedges will be left, cut back to allow space for the fencing and they will be maintained.

**165. REPORT FROM COUNTY COUNCILLOR**

165.1 Previous Questions - Cllr Stevens enquired about the need of resurfacing at Anne Close. Cllr Quayle held a number of meetings with the Community Highways officer and the works manager. Although Anne Close is in need of resurfacing, due to the weather the surface dressings will be done during the works programme for the summer when the weather improves.

165.2 Local Bus Services - Due to the continued issues with the Lidl bus service the service provider, Lidl and transport team in Dorset County Council have held meetings in order to improve this service. Cllr Quayle has been in discussions with Damory buses regarding issues with other local services. In early February Damory amended their schedule so that the vehicle operating the 0933 route 20 departure from Salisbury Road is now working on the 0943 route X12 departure from East Street. This will allow passengers boarding Salisbury Road to make a through journey without having to change bus in Blandford Forum town centre.

Cllr Lindsay urged District Councillors to use the bus and to feed back the lack of use and issues of passing through the Persimmon Estate. As the bus is not being used a minibus would be sufficient. Cllr Osborne confirmed that it caused problems for residents as the bus cannot get through.

Cllr Lacey-Clarke agrees that the current service is not up to par, and the issue has been passed back and forth between the District and County Councils.

## 165. REPORT FROM COUNTY COUNCILLOR (cont)

Cllr Quayle requested for a letter to be sent from Town Council regarding the bus service, itemising all the problems. The Town Clerk requested that Councillors send their comments, so a letter can be sent.

**ACTION: COUNCILLORS**

- 165.3 Blandford Road Works – The West Street resurface work was completed on Wednesday 14<sup>th</sup> February, two days ahead of schedule. DCC also completed a large patchwork on Park Road, this means that phase of work has been complete. This draws to a close the main areas of resurfacing and patching for this financial year. Cllr Quayle continue to press DCC to invest further on top of the large works program that will start in the summer.
- 165.4 Blandford Leisure Centre access road works - The work to resurface the access road to the leisure centre had to be called off due to the low temperature over the half term. The resurfacing works have now been rearranged for the Easter break. The large pothole however was filled. Cllr Carter confirmed that the works look to be very well done.
- 165.5 Parking Review – Steering Group Meeting – Cllr Quayle distributed a report to T&GP on the 19<sup>th</sup> February. On Thursday 22<sup>nd</sup> February he chaired the Steering Group meeting, which was a very useful meeting. Cllr Quayle and the Assistant Town Clerk will complete the consultation pack to send off to DCC. He thanked the Assistant Town Clerk for her continued work in supporting the Parking Review. Cllr Mieville asked if the pack can be seen by Councillors. Cllr Quayle confirmed that he will send it to Councillors.
- 165.6 Dorset County Council share of Council tax – DCC has set its Council Tax at 5.99% for 2018/19. In real terms that means 2.99% general increase in Council Tax plus 3% ring-fenced for Adult social care, which equals £79.47 or £1.53 per week on Band D Properties.
- 165.7 Joint Committee work – Confirmation has been received that the Local Government Review is going ahead. However, work is still progressing in the DAJC and currently the forecast is that the 2<sup>nd</sup> May deadline is still on track.

## 166. REPORT FROM DISTRICT COUNCILLORS

- 166.1 Cllr Lacey-Clarke – He confirmed that a lot of training is being given for the Local Government Review and meetings are being held. The aim is to define what the new council will look like. Cllr White requested that the voice of town and parish councils is being heard in the groups that are being set up and that the Town Council needs to have a voice in the wards being set up. Cllr Lacey-Clarke confirmed that the boundary review will go out for consultation once ready, ensuring that the geographic and number of Councillors make sense.  
Cllr Lindsay thanked Cllr Lacey-Clarke for his help resolving access by Greyhound House recently.
- 166.1 Cllr Jackie Stayt – Nothing to report
- 166.2 Cllr Kerby – He thanked the Town Council for the youth centre funding. The centre is slowly re-opening and is currently looking after vulnerable people offering careers advice. A new youth worker has been employed. Cllr Kerby invited Councillors to visit the Youth Centre and will send dates to the office.

## 167. APOLOGIES

Cllr D Robinson  
District Cllr B Cooper

District Cllr J Tanner

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

None

**169. MINUTES OF THE TOWN COUNCIL MEETING HELD ON 29<sup>TH</sup> JANUARY 2018**

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Carter and AGREED unanimously that the Minutes be APPROVED and SIGNED.

**170. TOWN CLERK'S REPORT & CORRESPONDENCE**

- 170.1 ANPR – The contractor has been in touch with the Police and hopes to install the 4 x Blandford ANPR cameras at some point next week, weather permitting. The Police will advise when they are connected and feeding data and will then take me to the station to see how it is working. The total cost was £27,747 with a grant of £6,000 from NDDC's Community Safety grant and the Town Clerk is still awaiting the outcome of the £3,000 grant request to the Police & Crime Commissioner, which has been supported by Ray Storey.
- 170.2 Armed Forces Day – The RBL has written to inform the Town Council the Club and Branch are preparing for Armed Forces Day on 30<sup>th</sup> June 2018 as they are applying for a road closure of Church Lane and the Church Lane car park from 10am to 5pm. The Town Council will be flying the Armed Forces Day flag for a week from Monday 25<sup>th</sup> June 2018.
- 170.3 Update on Balmer Road play area – The consultation is going really well, with positive feedback from the public. On the Facebook page, there have been 50 Likes, two Loves and 26 Shares across two posts. With regards to comments, there have been 33 positive comments, five neutral and nine negative comments. With regards to the public consultation, 153 people have responded and the preferred option (to date) is Design A. The deadline for respondents is 28<sup>th</sup> February 2018 and the order will be placed on 1<sup>st</sup> March 2018.
- 170.4 The Great Fire – A letter has been received requesting that the Town Council plans ahead to suitably commemorate the centenary of the Fire of Blandford in 2031. Approaches have been made to the Civic Society and the Museum to find out if they are planning on marking this event.
- 170.5 GDPR Update – NALC has now published a GDPR Toolkit for local councils for officers to work through. The Town Clerk will be attending training in a fortnight to ensure that all the actions this Town Council has already taken are correct and appropriate. For Councillors' information, staff have now updated:
- Job application forms (which then covers appraisals, Employee Specific Salary details, Disciplinary records, Sickness records, and Staff Personal Record Forms)
  - Requests from the public (privacy notice uploaded to our website at relevant places e.g. where they can contact us, with our procedures etc.)
  - Grant application forms (paragraph uploaded to the website underneath the grants criteria and application form)
  - Allotments (paragraph added to forms that collect information in the first instance, give to Allotment Management Committee to provide to Allotmenters)
  - Cemetery (paragraph added to Terms and Conditions for the Old Part and the Top Field)
  - Contacts & Addresses – We already hold this information so we will inform any new additions how we will handle their data.
  - ANPR & CCTV – town signage
  - Bookings (inserted on the Booking Confirmation)
  - Event attendee information – To be inserted into invitations

- Market stall holders' database – Added to Market Application Form and included in letters sent in February.
- ?
- Quotes (to be provided to companies who intend to quote to the Council)
- Service Level Agreements – Already states that both parties will comply with data protection.
- Supplier Bank Details – already compliant.

There may be additional changes, which will be addressed should this arise at the training session.

170.6 Corn Exchange – A working group meeting has been arranged for 14<sup>th</sup> March 2018 to consider the architects' proposals and a recommendation will be made to either the Town Council or Planning meeting, depending on how the meeting goes. Due to the nature of accusations about officers acting unlawfully at the last meeting, the Town Clerk confirmed that this is certainly not the case and that officers' actions have also been verified by the Internal Auditor, who confirmed that the Town Council has worked within its Financial Regulations.

Cllr Lacey-Clarke left the meeting at 7.58pm

170.7 Well & Connected Expo – Officers met recently with local health and wellbeing organisations to discuss the 'Well & Connected' expo held annually in the Corn Exchange. The consensus expressed at this meeting was that the Well & Connected Expo in its current format, where different organisations come together in the Corn Exchange for a day has run its course and is no longer reaching the wider community. It was felt that the community would be better served if organisations could work together to raise public awareness of 'health & wellbeing' services and activities that are currently on offer within Blandford and share information on new events and activities being organised. One suggestion was setting up a 'Health & Wellbeing' forum made up of local organisations supported by a website information page. To help us make our decision on whether to run a Well and Connected Expo in 2018, the Project Administrator has consulted with all previous attendees to find out whether they are intending to participate.

Cllr Lacey-Clarke returned to the meeting at 8.00pm

## 171. CIVIC REPORT

The paper was tabled (see Appendix A).

## 172. RECOMMENDATIONS AND RECEIPT OF MINUTES

172.1 Town & General Purposes Committee Meeting held on Monday 19<sup>th</sup> February 2018

172.1.1 To consider expenditure approval for an upgrade of the CCTV control equipment and cameras to HD

It was PROPOSED by Cllr Carter, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that

**The Town Council approves expenditure up to £25,000 for a replacement town centre CCTV system (one recorder and four cameras), subject to receipt of three quotations and delegated authority is approved for the Chair and Vice Chair of T&GP and the Chair of F&S to select a contractor with the Town Clerk (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).**

<b>ACTION: TOWN CLERK</b>
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172.2 The Minutes were received.

176.1 To receive feedback from Cllr Mieville's attendance at the meeting of the All Party Parliamentary Group for Local Democracy and consider introducing a Diversity Representative (Cont.)

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Lindsay and AGREED unanimously that

**The Town Council agrees that Cllr Mieville will be the Diversity Representative for the Town Council.**

**ACTION: TOWN CLERK**

176.2 To consider how to proceed regarding current vacancies for representatives to community and local organisations

The paper was noted (see Appendix F).

It was PROPOSED by Cllr White, SECONDED by Cllr Lindsay and AGREED unanimously that

**The Town Council agrees Cllr Quayle will be the Representative for Blandford Charities.**

**ACTION: TOWN CLERK**

The Chairman took the decision to pause the meeting at 8.20pm.  
The meeting resumed at 8.26pm.

**177. CONFIDENTIAL**

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Carter and AGREED unanimously that

**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.**

Cllr Clark spoke about the letter he has sent to Councillors and requested that it is adhered to.

177.1 Town Clerk's Report

Nothing to report.

177.2 Minutes of the Confidential Meetings held on 15<sup>th</sup> January 2018 and 29<sup>th</sup> January 2018

It was PROPOSED by Cllr Carter, SECONDED by Cllr Jackie Stayt and AGREED unanimously that the Minutes of 15<sup>th</sup> January 2018 be APPROVED and SIGNED.

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Quayle and AGREED (14 in favour, 2 abstentions) that the Minutes of 29<sup>th</sup> January 2019 be APPROVED and SIGNED.

177.3 To receive feedback from Cllr Clark and Cllr Lindsay on the North Dorset CCG Locality Plan Engagement Workshop held on 31<sup>st</sup> January 2018

Cllr Lindsay reported on the meeting and what issues the health service in the area is facing.

The meeting closed at 8:44pm.

SIGNED .....

DATED .....

**173. TO CONSIDER EXPENDITURE APPROVAL FOR THE BOWLING CLUB ROOF**

The paper was noted (see Appendix B).

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr White and AGREED unanimously that

**The Town Council approves expenditure of £8,000 using funds from PPM and the Capital/Earmarked Interest budget lines (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).**

**ACTION: TOWN CLERK**

**174. TO APPROVE THE SUBSCRIPTION TO THE DORSET ASSOCIATION OF PARISH & TOWN COUNCILS FOR 2018/19**

The paper was noted (see Appendix C).

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

**The Town Council approves the subscription to the Dorset Association of Parish & Town Councils for 2018/19.**

**ACTION: TOWN CLERK**

**175. TO RECEIVE AN UPDATE AND CONSIDER ANY REQUESTS FROM THE:**

**175.1 Neighbourhood Plan Working Group – Blandford +**

The paper was noted (see Appendix D).

Cllr Carter confirmed that the Consultants are drawing up the new scope for a Neighbourhood Plan.

**175.2 14-18 Working Group (First world War Centenary)**

Cllr Carter confirmed that the last Khaki Kanteen had over 130 visitors, was the most successful so far and raised £147. The next exhibition will be at the end of April on Tanks and Aircraft to coincide with the birth of the RAF. The last exhibition will be in early November on the legacy of war. The aim is to collect as many stories of living memory as possible. He has asked if any Councillors have any stories that they would like to pass on for the exhibition he would be happy to receive them.

Cllr Lacey-Clarke thanked the 14-18 Working Group for the phenomenal work they have done. Cllr Carter thanked Cllr Butler for starting this group.

**176. REPORTS FROM COMMUNITY AND LOCAL ORGANISATIONS**

Cllr Carter and Mieville attended the Foundation Governors meeting on Wednesday 21<sup>st</sup> February 2018 and distributed a report to Councillors.

**176.1 To receive feedback from Cllr Mieville's attendance at the meeting of the All Party Parliamentary Group for Local Democracy and consider introducing a Diversity Representative**

The paper was noted (see Appendix E).

Cllr Mieville gave feedback on the diversity pledge that was widely recognised. If the Town Council was in agreement he would like to be the Diversity Representative.