



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Recreation & Amenities Committee
(Cllr H White, Cllr L Lindsay, Cllr L Hitchings, Cllr C Jacques, Cllr J Stayt, Cllr S Hitchings, Cllr R Carter, Cllr N Lacey-Clarke)

All other Members of the Town Council
Members of the Public & the Press

Dorset Council Councillors

Dear Member

RECREATION & AMENITIES COMMITTEE MEETING

You are summoned to attend a meeting of the Recreation & Amenities Committee to be held **online** using Microsoft Teams on **Monday 9th November 2020 at 7.00 pm** to consider the following items.

Linda Scott-Giles
Town Clerk
2nd November 2020

A G E N D A

This meeting will be held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4th April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

Members of the public are invited to join the meeting by [clicking here](#). If, as a member of the public, you wish to speak in the Public Session, please notify the Town Clerk prior to the meeting via admin@blandfordforum-tc.gov.uk or 01258 454500.

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.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. [Minutes of the Meeting held on Monday 21st September 2020](#)

5. Town Clerk's Report & Correspondence
6. Review of Recreation & Amenities Budgets to 23rd October 2020
 - 6.1 [Analytical Review of Revenue Budget](#)
 - 6.2 [Review of Earmarked Reserves](#)
 - 6.3 [Reserve Accounts](#)
7. [Report by Operations Manager September 2020 – November 2020](#)
8. [Consideration of the proposed budget for the year 2021/2022 and recommendation to Town Council](#)
 - 8.1 Revenue Budget (paper to follow)
 - 8.2 Earmarked Reserves (see 6.2)
 - 8.3 Reserve Accounts (see 6.3)

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.

DATES OF FUTURE MEETINGS

16th November Town & General Purposes Committee
23rd November Town Council Meeting

Twinned with Preetz, Germany



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



Twinned with Mortain, France



Tel: 01258 454500 • Fax: 01258 454432
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www.blandfordforum-tc.gov.uk

ANNUAL REVENUE BUDGET REPORT as at 23rd October 2020							
SUMMARY							
	Annual Budget	Budget to Date	Actual Spend to Date	Budget Variance	Status	Comments	
REVENUE							
VEHICLE RUNNING COSTS	12,632	8,421	5,974	(2,447)	On Target		
CEMETERY	(5,675)	(3,783)	(1,295)	2,488	Over-Budget	Low Income	
GLENMORE WORKSHOP	7,453	4,969	4,218	(751)	On Target		
LARKSMEAD	812	541	485	(57)	On Target		
CORN EXCHANGE	30,631	20,421	19,951	(470)	On Target	Venue Closed	
RECREATION GROUND	35,123	23,415	10,000	(13,415)	On Target		
WOODHOUSE GARDENS	(2,498)	(1,665)	657	2,322	Over-Budget	Venue Closed	
SUNDRIES	18,006	12,004	6,774	(5,230)	On Target		
LANGTON ROAD	336	224	80	(144)	On Target		
SKATEPARK	1,473	982	200	(782)	On Target		
REVENUE TOTAL	98,293	65,529	47,043	(18,485)	On Target		
Total	98,293	65,529	47,043	(18,485)			
Note							
Over budget figure positive variance							
Under budget negative variance ()							

Agenda Item No. 6.2

Expenditure against R & A Earmarked Reserves 2020/21										
As At 23rd October 2020										
		Balance as at 31/3/20	Income & Transfer of funds	Budget 2020/21	Total Reserves	Spend YTD	Committed YTD	Current Balance	Proposed budget for 2021/22	
1050	Allotment	4,566	525 (1)		5,091	125 (10)		4,965	0	
10510	B/Heights Phase 1 - POS - S106	80,563	26 (1)		80,589	4,249 (2)		76,341	0	
10520	B/Heights Phase 2 - POS - S106	43,636	15 (1)		43,651	3,753 (3)		39,898	0	
10521	B/Heights Phase 2 - Playarea Maint - S106	61,554	21 (1)		61,575	5,006 (5)		56,569	0	
10522	B/Heights Phase 2 - Playarea Capital - S106	0			0			0	0	
10530	B/Heights Phase 3A -POS - AREA 1 (20 years) - S106	13,289	4 (1)		13,293			13,293	0	
10531	B/Heights Phase 3A -POS - AREA 2 (20 years) -S106	50,803	15 (1)		50,818			50,818	0	
10532	B/Heights Phase 3A -POS - AREA 3 (20 years) - S106	57,259	17 (1)		57,276			57,276	0	
10533	B/Heights Phase 3A -POS - AREA 4 (20 years) - S106	24,406	7 (1)		24,413			24,413	0	
10534	B/Heights Phase 3A -COM SUM - LAP (20 years) - S106	34,788	11 (1)		34,798			34,798	0	
10535	B/Heights Phase 3A -COM SUM - LEAP (20 years) - S106	171,885	52 (1)		171,937			171,937	0	
10536	B/Heights Phase 3A -COM SUM - NEAP (20 years) - S106	113,093	34 (1)		113,128			113,128	0	
10537	B/Heights Phase 3A -CAP SUM - LAP -S106	9,946	2 (1)		9,948			9,948	0	
10538	B/Heights Phase 3A -CAP SUM - LEAP -S106	52,633	10 (1)		52,643			52,643	0	
10539	B/Heights Phase 3A -CAP SUM - NEAP -S106	116,571	23 (1)		116,594			116,594	0	
10540	B/Heights Public Arts - S106	16,999	13 (1)		17,012		16,837 (8)	175	0	
1060	Planned Preventative Maint (PPM)	13,505		11,000	24,505		12,430 (9)	12,075	11,000	
1061	Cemetery Chapel (PPM)	5,000		1,000	6,000			6,000	1,000	
1062	Cemetery Workshop (PPM)	7,000		1,000	8,000			8,000	1,000	
1064	Cemetery Wall	35,654		1,000	36,654		0	36,654	0	
1065	Disability Discrimination Act (DDA)	1,874		500	2,374			2,374	0	
1067	Play Area Fencing & Surfacing	10,199		500	10,699			10,699	500	
1068	Larksmead Outdoor Fitness	500		500	1,000			1,000	500	
1069	Langton Fencing	0		0	0			0	0	
1070	Seat Replacement	1,696		0	1,696			1,696	0	
1071	Skatefest	300		2,500	2,800	200 (6)		2,600	0	
1075	Tree Survey & Works (5 Years)	10,863		3,500	14,363	5,650 (4)		8,713	3,500	
1080	H & S Works Memorials	1,063		100	1,163			1,163	100	
1090	Woodhouse Garden Wall Repairs	20,150		500	20,650			20,650	500	
1096	Contingency	0		500	500			500	500	
		959,795	777	22,600	983,171	18,983		29,267	934,922	18,600

(if Contingency budget is unspent on 31st March 2021 balance will transfer to PPM code 1060)

PTO

Agenda Item No. 6.3

<u>Reserve Accounts as at 23rd October 2020</u>					
Nominal Code	<u>Standard Asset Replacement Accruals</u>	Responsible Committee	Balances £	Committed Funds £	Description of Committed Funds
1300	IT	F & S	18,004.49		
1305	Skate park	R & A	93,065.58		
1310	General Play Equipment	R & A	69,503.06		
1315	Maintenance Equipment Replacement	R & A	9,544.94		
1320	Vehicle Replacement	R & A	13,668.00		
1325	Tractor Replacement	R & A	16,701.20		
1330	Mower Replacement	R & A	31,915.27		
1340	CCTV- Replacement Fund	T & GP	34,908.44	12,852.20	£12,852.20 CCTV Cameras
1345	Benches	T/C	12,766.65		
1350	Glenmore Depot	R & A	8,373.10		
1351	B/Heights Play Equipment	R & A	9,568.00		
1352	B/Heights Maintenance Equipment Replacement	R & A	1,879.74		
				307,046.27	
	<u>Earmarked Accounts</u>				
	Recreation & Amenities Funds	R & A	964,188.70	29,266.83	£16,836.83.83 B/Heights Public Arts Works / £10000 WHG Roof / £2,430 Changing Room Flooring in Football Pavilion
	Town & General Purposes Committee	T & GP	48,418.16	591.00	£250 Interpretation board:Langton & Marsh / £341 TIC Out & About Booklet
				982,749.03	
	<u>Other Earmarked Accounts</u>				
1001	Earmarked Interest	F & S	9,945.07	380.00	£380 Pointing work of WHG wall
1002	Property Fund Dividend	F & S	11,355.26	1,392.00	£1392 - Path around Cricket Club
1004					
1005	Election Costs	T/C	7,683.70		
1006	Youth Services	T/C	25,726.03	15,000.00	2019/20 Grant not given to Youth Centre as no signed annual accounts received
1007	Woodhouse Gardens Wall Rebuild (Moved to R & A)	R & A	-		
1008	High Street Clean Up	F & S	-		
1009	BFTC Commemoration Group	T/C	350.50		
1010	Capital Interest	F & S	2,220.24		
1011	Land North of Bypass / Sport & Recreation	T/C	5,772.98	5,770.98	£4.11 Cricket Club Refurb S106 Monies / £4,608 Path around Cricket Club / £1,157.87 Cricket Club refurb
1012	The Blandford Events Group	T/C	442.17		
1013	Neighbourhood Plan	T/C	8,014.39	300.39	Consultancy Fees
1015	Support for Essential Services (Earmarked)	T/C	28,049.00		
1017	Woodhouse Garden Re-build	T/C	19,981.67		
1019	Old Bath House / St Peter & St Paul's Churchyard (Listed Wall & Town Pump	T & GP	57,764.49	4,242.00	£4,242 Town Pump Restoration
1335	Civic Regalia	F & S	18,949.84		
1185	Pension Deficit	F & S	20,000.00	-	
1195	Improvements to Market Place	T/C	70,000.00	-	
1500	General Reserves	T/C	252,528.16	24,902.27	£1,221.25 C/Exch Maintenance / £1,597.80 Payroll /£2,932.22 Underspend from Grant Budget 2019/20 / £452 Underspend from Grant Budget 2018/19 / £18,699 Underspend from Project Manager Salary 2019/20
				486,795.86	
	<u>Capital Projects</u>				
1104	Corn Exchange S106 Funds	T/C	82,909.40		
1105	Corn Exchange	T/C	528,583.99	105,993.15	£6,997.77 committed for Lift Installation - Donation from FOTF / £3,665.70 Replacement Lantern Lights / £39,696.60 Architect Fees / £1609.60 Corn Exchange Roof / £19,402 Underspend of Salaries 2017/18 for project manager / £21,639.88 Underspend of Salaries for 2018/19 for Project Manager / £12,981.60 Underspend Corn Exch Maint 2019/20
1110	Corn Exchange Promotions Group	T/C	3,091.93		Replacement of external notice boards
1115	Corn Exchange Project Development	T/C	29,528.83		
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	77,379.97		
1120	Corn Exchange & Venues Refurbishment Project	T/C	79,000.00	-	
1122	Corn Exchange Community Hall S106 Funds	T/C	103,292.81		
1125	Cemetery Field Project	R & A	1,000.00	1,000.00	£1000 Statue Contingency
1135	Railway Arches	T & GP	2,625.56	260.00	
1175	CCTV - New Equipment	T & GP	12,161.40		
				812,320.74	
		Total Reserves		2,588,911.90	
	Surplus from 2019/20 as at 31/03/2020			113,175.81	Due to grants & S106 funds received in 2019/20
		Total Available in Reserves		2,702,087.71	

Report by Operations Manager September 2020 – November 2020

STAFFING/COVID 19

All staff have continued to work their normal contracted hours. Office staff continue to work a rota which enables bubbles to be maintained. Risk assessments in relation to staff, buildings and hiring's are constantly updated in line with government guidelines. We are reviewing everything that we do on a regular basis.

CORN EXCHANGE

Regular contact is being maintained with IPA in relation to the renovation of the Corn Exchange. Work on updating the Conservation Management Plan by the Town Clerk and Operations manager is progressing. Also, work is taking place has on a business plan.

Planning for the lobby glazing has been achieved and we are now planning the works with a specialist glazing company and a local carpenter.

We have also re started the project to light up the Façade which was suspended during our contract with our previous architect.

PARK ROAD

There have continued to be issues with unsociable behaviour at Park Road despite the police being informed and their promise of targeting patrols in the area.

LARKSMEAD

Staff have installed a stock fence along a 30 metre stretch of the hedge line at Larksmead as residents had complained of dogs going in their gardens due the thinness of the existing hedge. Grateful thanks have been received.

A small amount of tree works are planned for this Autumn/Winter period.

TOWN

Winter bedding has been planted in the base planters around town.

TREES

A number of requests for works to be carried out to trees throughout the areas of our responsibility have been received. Site visits have been carried out and where required works have been added to the list for this Autumn/Winter period. Quotes for the works have now been sought. The Cemetery trees will be surveyed in November and all other trees are due to be surveyed in 2021.

CEMETERY

The Cemetery has been no busier this year than normal, in fact it has been very quiet over the last two months. A new casualty board for the war graves section has been installed.

PUBLIC TOILETS

Rough sleeping and drugs use continue despite staff locking the toilets at night, the Police have been made aware of this situation. The renovation to the disabled unit at the M&H toilets has been delayed due to struggle to source the correct sink and drier etc.

BADBURY HEIGHTS

The hedge at Sandbourne avenue has been cut back in response to resident requests.

HEALTH AND SAFETY

Legionella testing has been carried out at all venues.

Alarms and emergency lighting have been serviced.

PAT testing and the annual tree survey is due.

Asbestos survey (Quarterly)

Annual emergency lighting serviced at all venues.

In addition to this, risk assessments have been carried out to ensure all venues and open spaces are Covid secure, as previously mentioned this is an ongoing process.

WORKS CARRIED OUT

15 Sept	Covid signage replaced at play areas
21 Sept	Fence installed at Larksmead by staff
28 Sept	Play equipment repaired at Larksmead
9 Oct	Emergency lighting checks on venues and associated repairs.
13 Oct	Herras fencing installed to temporarily protect rear of Cricket Pavilion
26 Oct	Winter bedding planted out
28 Oct	Weatherproof external sockets installed to WHG Pavilion
3 Nov	Alarms serviced at Corn Exchange
4 Nov	Repairs to Ford Ranger

VANDALISM

September 2020 - November 2020

<u>Date</u>	<u>Location</u>	<u>Remarks</u>
10 Sept	Skate Park	Broken Glass
19 Sept	Park Road	Broken Glass
8 Oct	Marsh and Ham	Toilet blocked
20 Oct	Skate Park	Broken Glass
22 Oct	Marsh and Ham	Toilet Blocked
24 Oct	Park Road	Gas cover pulled off and fencing damaged at Cricket Pavilion (Police Informed).

Evidence of drug use at public toilets at various times throughout the period and an increase of anti-social behaviour continues at Park Road (Police aware).

Consideration of the proposed budget for the year 2021/2022 and recommendation to Town Council

R&A Earmarked Reserves

Please note that this information is a result of officers' discussions and is merely intended to help the Committee reach its decisions. No suggestions for new projects have been received from Councillors due to the unknown situation with budgets, which was discussed at the meeting held on 21st September 2020.

1050 Allotment – £0

10510-10540 Badbury Heights – s106 monies

Councillors will note that there has been some expenditure, therefore it is recommended that these budgets are replenished. This has not yet been added to the budget.

The S106 monies for Persimmon POS phase 1 is to be spent over 20 years,

S106 monies for POS phase 2 is to be spend over 10 years.

S106 monies for Phase 2 commuted sum is to be spent over 10 years.

Persimmon S106 monies have their own budget and is not included in the precept monies.

Staff wages / SARA on equipment maintenance, SARA for Glenmore depot , POS and capital commuted sums for Phase 1 & Phase 2 are included in the Persimmon budget. The RFO calculates how much is required each year, so that the funds last the period that they are to be spent in.

Once the period has exceeded as to when the S106 monies are due to be spent, the Town Council will have to fund all the costs through the precept.

The expenditure that has been paid for **2020/21** so far is as follows:

POS Phase 1	Tree works	£750
	Cutting back overgrowth at Sandbourne Avenue	£400

Total for this year to date is £1,150. This amount is over the budgeted figure and it is recommended that this amount should be replenished

There was expenditure in **2019/20** as follows:

POS Phase 2	3 x Shrubs at Balmer Road	£19.47
	Repairs & Service Roundabout at Balmer Rd	£666.67
	Steel Barrier & Fixings alongside roadside & rec	£830

Total POS Phase 2 2019/20 is £1,516.14

Phase 2 Commuted Sum 2019/20	ROSPA	£79.58
	Repair gate at Balmer Rd	£75.00
	Install barriers to path outside Balmer Rd Play area	£1408

Total Phase 2 commuted sum 2019/20 is £1,562.58.

These amounts did not exceed the budget and therefore will not need to be replenished.

The RFO has stated that if we are replenishing the expenditure spent, then we will need to create budget lines within the revenue budget for Persimmon.

1060 Planned Preventative Maintenance – £11,000

This budget line is used for a variety of unanticipated building/maintenance costs, and we are also accruing to replace the old roof at Woodhouse Gardens pavilion. Therefore, it is recommended that £11,000 is added to the budget. Please also see Contingency below.

1061 Cemetery Chapel – £1,000 & 1062 Cemetery Workshop – £1,000

These budget lines were introduced eight years ago to gradually build up a sufficient budget for carrying out the repointing works raised by the PPM condition survey to the exterior of the Chapel and the Workshop. It is recommended that the budget is continued at £1,000 for each building, due to the nature of the buildings and especially now they have been listed.

1064 Cemetery Wall – £0

It is not recommended that additional funds are raised for this budget line, although this will need to be retained for future works as this is now listed and therefore not only applies to the boundary wall with Davis Gardens but the whole of the wall enclosing the cemetery.

1065 DDA – £0

Due to the lack of expenditure carried out this year and no large projects being scheduled it is recommended that no additional funds are included in the budget. Situations do change at all venues depending on usage, and we would want to make our venues as accessible as possible, but we do have the PPM budget, which could be used as a back-up if required.

1067 Play Area Fencing & Surfacing – £500

As issues tend to arise, particularly with the surfacing, and both fencing and surfacing are expensive items, it is recommended that £500 is included in the budget.

1068 Larksmead Outdoor Fitness – £500

It is suggested that the current balance of £500 is adequate for any necessary maintenance.

1070 Seat Replacement – £0

The seat replacement budget has a balance of £1,696 and it is not recommended to increase this budget line.

1075 Tree Survey & Works – £3,500

It is recommended that the budget line is replenished with the amount spent on the amenity area works, as the tree survey is due in 2021 and this always highlights extra works.

1080 Health & Safety Memorials – £100

It is recommended that £100 is added to this budget line.

1090 Woodhouse Gardens Wall Repairs – £500

It is recommended that this budget is gradually built back up again as there are still bays that have not yet been worked on, as well as the boundary wall at the back of the pavilion which now requires work (this is in hand although an exact cost is not yet known). It is therefore recommended that this contribution is reduced to £500 for 2020-21.

1096 Contingency – £500

Any remaining balance in the Contingency budget is transferred to the PPM budget line at the end of the financial year.

Additional Information

Comments from the budget consultation held on Saturday 19th September 2020 at the community expo were as follows:

- Litter bins around central store area
- More toilets
- Clean Tabernacle toilets more often
- Seating areas around the wider town, not just the town centre
- Take forward actions from the Town Team/Town Council survey (full council issue)
- Electronic wall board visible from street (*this has previously been suggested by the Operations Manager and Cllr John Stayt for the Shambles*).

Recommendation

The above will give a budget of £18,600, which is £4,000 less than last year's budget for Recreation & Amenities.

It is also recommended that budget lines are created within the revenue budget for Persimmon to replenish the expenditure to date.

There are no other proposals for Capital Reserves.

Linda Scott-Giles
Town Clerk
22nd October 2020