



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

Dorset Council Councillors
Ingham Pinnock Associates

Dear Member

CORN EXCHANGE MEETING

You are summoned to attend a meeting of the Town Council which will be held **online** using Microsoft Teams on **Monday 30th November 2020 at 7.00 pm** to consider the following items.

Linda Scott-Giles
Town Clerk
23rd 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 using Microsoft Teams](#). 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 Corn Exchange Meeting (not applicable for this first meeting)
5. Town Clerk's Report & Correspondence
6. [To approve additional expenditure for the replacement of the lobby glazing](#)

7. [To approve expenditure for the appointment of an architectural technician to complete the Town Hall façade project](#)
8. [To adopt the Communications Strategy](#)
9. To receive an update from Ingham Pinnock Associates (IPA)

DATES OF FUTURE MEETINGS

7 th December	Planning Meeting
14 th December	Finance & Staffing Committee Meeting
21 st December	Town Council Meeting
23 rd December	Office closes at 12.30pm

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



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To approve additional expenditure for the replacement of the lobby glazing

Background

At the Town Council meeting held on 23rd April 2018 Councillors resolved that:

The Town Council approves expenditure for the Quote from Company A. Option 1, using funds of £5000.00 from General Reserves, (committed from underspend from salaries 2017) and the balance of £3665.70 from the Corn Exchange regeneration budget line (1105). (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Option one was to replace the glass with a fully compliant safety glass, to replace the old glazing bars and associated lead works. The report presented to the Town Council also explained that Listed Building Consent (LBC) would be required for these works.

Report

Following this resolution, officers made an application for LBC which turned in to a very protracted affair as the application was initially lost and then requests were made for plans and supporting evidence, some of which had already been submitted. Towards the end of 2019 we withdrew the application partly due to the advice received from the Town Council's architects at the time that it could be done as part of the overall project.

Officers wanted to progress this during the first lockdown and, because it is now present in the approved scheme, the architectural technician previously appointed for Woodhouse Gardens pavilion extension was asked to resubmit the planning application. LBC and planning permission were then granted in September 2020.

Due to the specialist glass and specifications for the lead and glazing bars set out in the conditions attached to the LBC, new quotes were sought to find the correct glazing and contractors capable of carrying out the lead and timber work to a Grade I listed building. The architectural technician was also asked to seek a quotation due to his involvement in the specification for the planning application.

With the forthcoming Winter months this work is urgent to ensure no further deterioration of this part of the building and to protect the interior from water ingress. It suffered during February and March because of the amount of rainfall we experienced then.

Funding Application

Historic England released emergency funding for listed buildings and an Expression of Interest (EoI) for £4,000 was submitted back in June. This was not successful, but HE recently wrote inviting the council to submit a detailed application for this amount with a deadline of 27th November 2020, and an application was therefore been submitted on 17th November 2020 with the outcome awaited.

Financial Implications

In addition to the original quote (Company A), which was based on a basic specification at the time, the following quotations have been collated. Company B was the specialist contractor the architectural technician enlisted for the submission of the planning application.

Company A: Quote £10,450 + VAT

This was the original quotation approved by council, but it was increased following the council meeting. The specification was not sufficient for the Conservation Officer and this contributed to a delay in obtaining planning permission, and the eventual withdrawal of the application.

Company B: Quote £12,864.75 + VAT

This quote includes £7,854.75 for the specialist glazing contractor, the scaffolding, temporary works, management, and weather protection. In addition, this covers all the carpentry of the glazing bars and lead work. This contractor has recommended that a contingency sum of £2,500 is added to cover for any unforeseen circumstances in the building works.

Company C: Did not submit a quote due to the overall job being too small.

Company D: Did not respond to the request for a quote.

Company E: Quotation awaited (and chased).

In addition to this cost there will be a charge of £1800 excl. VAT from the architectural technician company we have been using to:

Provide professional architectural services to Blandford Forum Town Council, to manage the project, including for the writing up of the pre-commencement Health & Safety File, General Building Specification and Preliminaries, preparing and submitting a Building Regulation Application and assisting BTC in appointing a contractor to carry out the works and administering the contract through to completion. This will include for a pre commencement site meeting, two site visits during the works, and for a handover/completion meeting.

With the recommendation of Company B, combined with the professional fees for the architectural technician, this gives a total cost for the completion of the works of £17,164.75.

This is £8,499.05 more than the original approved expenditure approved at the 23rd April 2018 Town Council meeting.

Therefore, the purpose of this report is to seek expenditure approval for the extra £8,499.05.

Recommendation

It is recommended that Councillors approve the additional expenditure for the works using funds of £8,499.05 from the Corn Exchange regeneration budget line (1105) (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8) and selecting Company B to carry out the works, managed by the architectural technician. It is noted that this amount includes a contingency of £2,500 and will be reduced to £4,499.05 if the funding application is successful.

Jon Goodenough
Operations Manager
13th November 2020

To approve expenditure for the appointment of an architectural technician to complete the Town Hall façade project

Planning permission and Listed Building Consent were obtained in 2018 for the installation of architectural lighting to the Town Hall façade.

This was progressed by officers, but not completed due to the change in architect and difficulties meeting the conditions imposed by the planning approval. It is recommended that this is now completed by a local architectural technician because they are able to do this separate to the overall project, which has been designed by a different architect.

It is believed that this will be a positive modification to the building and the Market Place.

Expenditure authority was approved at the Town Council meeting held on 27th November 2017 as follows:

Minute No. 123.3.1 – Town Hall Façade and Shambles Lighting Scheme

The Town Council delegates authority to the working group to select a contractor from the three quotations obtained (up to £27,000) (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

The working group then met and agreed to award the contract, as per the Town Council resolution above, at £21,835 + VAT and this was confirmed at the Town Council meeting held in January 2018.

Officers are confident that the façade part of this project can be completed with the appointment of the architectural technician to meet the conditions of the planning permission and Listed Building Consent, with the appointed contractor.

At this stage it is recommended that we only focus on the lighting of the façade as the lighting requirements for the Shambles area have not yet been agreed as part of the new plans.

This is to be funded by s106 monies, which is another reason why it is recommended that the façade lighting is progressed at the earliest opportunity – to prevent risk of losing the developer contributions.

Recommendation

It is recommended that the architectural technician is appointed to complete the project at a cost of £1,800 + VAT and that a contingency of £5,000 is approved in view of the time that has passed since the quotation for the lighting scheme was originally obtained (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Linda Scott-Giles
Town Clerk
17th November 2020

To adopt the Communications Strategy

In line with the route map provided by IPA, it is recommended that Councillors approve the Communications Strategy as Step 2.

Linda Scott-Giles
Town Clerk
3rd November 2020



BLANDFORD FORUM TOWN COUNCIL

Communications Strategy

TOWN HALL / CORN EXCHANGE COMPLEX REFURBISHMENT

Version Control: **DRAFT FOR COMMENT v1.0**
Adopted by Council: **TBC**
Amended: **TBC**

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4.0 Branding

1.0 Introduction

This document outlines the approach to managing the marketing and communications of the Town Hall / Corn Exchange Complex Refurbishment. It is anticipated that this document will evolve over time as the project progresses but will form the basis of a consistent approach to communications for the project for the coming months.

1.1 Objectives

The objectives of the communication strategy are to:

- provide clear and precise information on the project to as wide an audience as possible
- facilitate the involvement of local stakeholder groups
- provide guidance to the staff and councillors on how communications and PR will be managed and implemented

1.2 Management

The Town Clerk will lead the communications and marketing of the project, liaising with Councillors where necessary and reporting to full council at its meetings.

2.0 Internal communications

The Town Clerk will form the key point of contact for all parties involved in the project including councillors, advisors/consultants and stakeholders.

The Town Clerk will be responsible for ensuring all parties are kept up to date with progress, arranging the necessary meetings and general project management.

For further information on general project management please refer to the Programme Organisation Plan (POP)¹.

3.0 External communications

3.1 Introduction

The project will be communicated externally in a variety of ways, including press releases, newsletters, increased web presence, use of social media and consultation.

The following section sets out in detail how this will be achieved.

Protocol for external communications

The following points set out the protocol for the development of external marketing and communications documents and events for the project:

- The Town Clerk to prepare all communications and marketing documents

¹ To be completed

- The Town Clerk to present or circulate (dependent upon urgency of the matter) all documents to Councillors for review
- The Town Clerk to report to progress at council meetings or by e-mail
- The Town Clerk to distribute documents to necessary parties for release.

Matters relating to purchasing of property and the procurement of services, works or products should be treated as private and confidential and not disclosed to third parties. Any discussions regarding these matters with anyone outside of the council should be agreed by the Chairman of Council.

Public information

It is the responsibility of the Town Clerk to anticipate any papers related to the project that are made public such as Planning Applications, Cabinet or Council discussions/debates/papers. Where appropriate, the Town Clerk will liaise with the author of the papers that enter the public domain to ensure any coverage provides as accurate a reflection of the issue as possible. Consideration of FOI requests relating to these papers should also be anticipated and addressed through discussion with the council.

3.2 Press releases

Local Press Releases

Local press releases will be an important tool in maintaining a dialogue with the community. It is anticipated that local press releases will be used extensively throughout the lifespan of the project to mark important points or to inform the community about events such as consultation meetings. Press releases will be distributed/uploaded to the Town Council's media distribution list, although some announcement may only be deemed appropriate for local newspapers, including Forum Focus and Blackmore Vale Magazine.

National / trade press releases and editorials

At present it is not anticipated that the project requires coverage in national or trade press. However, as the scheme progresses it may be beneficial to approach national publications, this will be monitored as the project develops.

Press and general public enquiries

The following points set out the protocol for press enquiries:

- All enquiries relating to the project should be directed to the Town Clerk
- The Town Clerk will log the enquiry and inform Councillors

- Where appropriate the Town Clerk will draft a response to the enquiry or arrange a meeting with the press to discuss the enquiry further.

3.3 Newsletters

To ensure as wide an engagement with the public as possible, newsletters will be used to provide information and updates on the project.

The Town Council has resolved to use the Forum Focus for regular news updates and distribute the annual June newsletter to 7,000 properties using the Royal Mail distribution service. This service can also be used for specific matters, such as this project.

In addition, an e-newsletter database is being created (June 2020) that interested parties can sign up to in order to receive regular updates. This is a new initiative by the Town Council to encourage interest from residents on council activity.

E-newsletter

The sign up for the e-newsletter is available here: <https://blandfordforum-tc.gov.uk/contact-us>. The Town Clerk will be responsible for setting up and the content of the newsletter.

Information about the project will continue to be included in Town Council distributions.

Once a strategy is agreed by the council, it is anticipated that a detailed background to the project will be provided in the next newsletter.

3.4 Consultation

The council will actively consult with a wide variety of groups, as outlined below.

With previous schemes, the following have been approached and consulted:

Blandford Forum Residents, Businesses and Schools

Regular hirers of the complex

Dorset Council

Historic England

Blandford St Mary Parish Council

Bryanston Parish Council

Community Groups

- Town Team
- Fashion and Town Museums
- Blandford & District Civic Society

3.5 Social Media

It is proposed that social media is used wherever possible to promote the project and engage the local community, particularly younger age groups.

The Town Council's social media channels are listed below:

[Twitter](#)

[Instagram](#)

[YouTube](#)

Town Council's [Facebook page](#) and dedicated Corn Exchange [Facebook page](#)

3.6 Websites

The Town Council's website will disseminate key information on the project at <https://blandfordforum-tc.gov.uk/venues>, to include:

- History
- Background information
- Press releases
- A link to the e-newsletter sign up
- E-newsletters (where different from press releases)

At this stage it is not considered necessary to develop a specific website, however, as the project develops it may be necessary to create a separate page.

4.0 Branding

To avoid reverting back to previous branding, and possible association with failed projects, the Town Council branding will be implemented throughout.

The Town Clerk, with colleague support, will be responsible for producing all marketing and communications materials.