



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

Dorset Council Councillors

Dear Member

CORN EXCHANGE 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 29th November 2021 at 7.15 pm** to consider the following items. This meeting will also be available to view online using Microsoft Teams [using this link](#).

Linda Scott-Giles
Town Clerk
22nd November 2021

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 Committee, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council 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 Committee 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 Committee.

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.

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 held on 19th July 2021](#)
5. Town Clerk's Report & Correspondence
6. [To consider proceeding with the installation of loft access to the Town Hall attic](#)
7. [To approve expenditure for a survey of the pole and crown on the Town Hall](#)

8. [To receive an update from Ingham Pinnock Associates including fee proposal for next phase](#)
9. [To discuss funding and the option to take a loan from the Public Works Loans Board](#)
10. 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.
 - 10.1 To discuss amounts of project cost, potential loan and funding

DATES OF FUTURE MEETINGS

6 th December	Planning Meeting
13 th December	Finance & Staffing Committee
20 th December	Town Council 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

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
Email: admin@blandfordforum-tc.gov.uk
www.blandfordforum-tc.gov.uk

To consider proceeding with the installation of loft access to the Town Hall attic

Report

In the overall plan sketched out by the architect and presented for pre-app advice to the Conservation Officer and Historic England, there is a proposal to introduce a loft hatch in the Council Chamber. This is to provide access to the roof area above the Council Chamber and the Town Hall.

In the past this access was gained via a fixed scaffolding outside at the back of the Council Chamber. However, the changes to scaffolding regulations meant that prior to use the scaffolding need to be "Scaff Tagged" and this process costs the Council over £100.00 each time it is required. In addition, if the ladder is left up overnight then youths access the roof causing damage and risk to themselves, therefore we also have to pay to get the ladder removed.

This is becoming a very difficult logistical situation when trying to book in services to the boiler, clock and fire alarm. It is also difficult to arrange visits when contractors will refuse to use the scaffolding if the weather is heavy rain or icy. This also means that regular maintenance to the roof is not being carried out by staff due to the difficulty of accessing the roof.

The plan to install a 'hidden' loft hatch in the Council Chamber will transform this situation and will benefit staff, contractors and the maintenance of that area of the building. The plan is to make the loft hatch as inconspicuous as possible and there is evidence in the roof space that at some point in the past a hatch has been present in the same area.

Whilst, as mentioned, this is part of the overall plan it is the firm belief of officers that this work needs to be done as a matter of priority and should be treated separately rather than waiting for all the other works to take place which could be 2+ years away. It is suggested that this is handed to the contractor we have used for the successful installation of the lobby glazing and façade lighting working closely with the Town Clerk and Operations Manager as before.

Recommendation

It is recommended that Councillors resolve to proceed with the installation of a loft hatch in the Council Chamber and, if so, quotations can be brought back to a future meeting.

Jon Goodenough
Operations Manager
17th November 2021

To approve expenditure for a survey of the pole and crown on the Town Hall

Report

It has been noticed that the main flagpole on the top of the Town Hall requires some maintenance as it is weathering badly. In addition, it also requires surveying, including the crown.



This was planned to be done during the façade works but was not carried out due to time and financial restraints.

Companies are being contacted and quotes sought this is likely to be expensive but cannot be deferred due to health and safety reasons. It is hoped that the quotes will have been received in time for this meeting.

Recommendation

It is recommended that Councillors approve expenditure for the flagpole survey and maintenance.

Jon Goodenough
Operations Manager
17th November 2021

To receive an update from Ingham Pinnock Associates including fee proposal for next phase

Report

Two phases of the project have now been completed by Ingham Pinnock Associates (IPA).

Officers have therefore asked IPA to produce a fee quotation for the next phase of the project to ensure that momentum is not lost.

This was explained to Councillors by Ingham Pinnock at the informal meeting held on 23rd September 2021.

Further Information

This will be presented by IPA for council's consideration.

Recommendations

It is recommended that Councillors consider approving the fee proposal for the next phase.

Linda Scott-Giles
Town Clerk
17th November 2021

**To discuss funding and the option to take a loan
from the Public Works Loans Board**

This year, Councillors have been presented with the advantages and disadvantages of accruing funds over several years and phasing the project or applying for a Public Works Loan Board and carrying out the work in one phase.

During informal discussions, where no firm decisions have been made, Councillors were inclined to proceed with the complete project, with support of a loan and external funding wherever possible, in order to start and complete the project sooner, reduce costs and continue with the same level of funding that the leisure centre received to avoid any increase in precept for residents.

It is recommended that Councillors resolve to apply for a loan from the Public Works Loan Board once it is in a position to do so. Due to the commercially sensitive nature of the project, figures will be discussed in confidential session.

Linda Scott-Giles
Town Clerk
17th November 2021