



# BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors  
Members of the Public & Press

Dorset Council 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 28<sup>th</sup> March 2022 at 7.00 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  
21<sup>st</sup> March 2022

## **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. Report from Dorset Council Councillors
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. [Minutes of the Town Council Meeting held on 28<sup>th</sup> February 2022](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report
8. Recommendations and Receipt of Minutes
  - 8.1 [Town & General Purposes Committee Meeting held on Monday 14<sup>th</sup> March 2022](#)
    - 8.1.1 Recommendations
    - 8.1.2 [To RECEIVE the Minutes](#)

8.2 Finance & Staffing Committee Meeting held on Monday 21<sup>st</sup> March 2022

8.2.1 Recommendations

8.2.2 To RECEIVE the Minutes (to follow)

9. To consider renewing the hardware support contract for the Town Council's IT server

10. To approve the repair costs to the Badbury Heights Public Art canopy

11. To receive an update and consider any requests from the:

11.1 Neighbourhood Plan Working Group – Blandford +

11.2 BFTC Commemoration Group (minutes sent separately to Councillors)

11.3 Climate Change & Biodiversity

11.3.1 To receive a report and the updated Plan

(Plan sent separately to Councillors)

11.4 Dorset Council Grant to support the Market Area Enhancement Project

11.5 The Queen's Platinum Jubilee Working Group

11.5.1 To receive an update on the planned events

12. 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)

13. 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.

13.1 Recommendations and Receipt of Minutes

13.2 Special Confidential Finance & Staffing Committee Meeting held on Monday 21<sup>st</sup> March 2022

13.2.1 Recommendations

13.2.2 To RECEIVE the Minutes

### **DATES OF FUTURE MEETINGS**

4<sup>th</sup> April Planning Meeting

18<sup>th</sup> April Easter Monday

25<sup>th</sup> April Annual Town Assembly at 6.00pm followed by 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](http://www.blandfordforum-tc.gov.uk)**

Twinned with Preetz, Germany



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



Twinned with Mortain, France



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**Town Clerk's Report**

**Footfall Monitoring Device** – The contractor selected by Dorset Council has written to confirm that the engineer has been requested to attend the Market Place, Blandford Forum to install a new footfall camera and will be onsite Wednesday 23<sup>rd</sup> March through the night to install the device. Councillors will recall that this is from the government's Welcome Back Fund, via Dorset Council, and will be in place for a year and the Town Council can pay to extend this if it sees fit to do so.

**Welcome Back – Blandford Forum Farmers and Makers Market** – This is another incentive from the Welcome Back Fund and the Market Manager has worked with Dorset Council officers to present a street market on Mothering Sunday. Twenty local food producers, farmers and makers will be taking part in the Blandford Forum Farmers and Makers Market on **Sunday the 27 March 2022 from 10am-3pm**. Best in Dorset and Dorset Food and Drink, have joined forces with Blandford Forum Town Council to support traders returning to local markets, and encourage residents and visitors to shop in the town centre as we return to a more normal way of shopping after the restrictions of the pandemic and recent covid variants. Alison Calder of 'Best in Dorset' said: "Shoppers will get the chance to buy locally sourced and made food, drink and some great crafts. Many of our traders have won awards for their products." Blandford Forum Town Council Market Manager Andy Reynolds said, "It's great to work with our event partners and help get the market scene in the town back to where it should be and look forward to welcoming traders from both organisations." Caroline Richards from Dorset Food and Drink echoed the remarks; "We're delighted to welcome so many local producers into the mix". The market forms part of a series of Welcome Back events supported by Dorset Council, with European and Government Funding. Caroline continues, "Dorset has some of the best food producers in the county. We're looking forward to a great day in Blandford and celebrating Mother's Day!" The Market Place in front of the Corn Exchange will be the hub for all action and Councillors are encouraged to attend.

**Spring Community Expo** – This popular event will take place on Saturday 26<sup>th</sup> April 2022 and it is also the Mayor's Civic Day, so Mayors from other towns will visit the Corn Exchange and get a taste of what Blandford's local groups have to offer. The Mayor is also hosting a Stour Valley Band event in the Corn Exchange that evening to raise funds for his chosen charity.

**Blandford Around Guide** – The Forum Focus has now ceased publication and Wimborne-based 'Around Guides' are coming in with their Around Blandford publication, which will be distributed within the Blandford area. At present, the cost to the council is the same for a half page submission and our first one will be in the April edition.

**Groundsman Recruitment** – An advert has gone out for a full-time groundsman to replace Jim Mitchell who retired in December 2021.

**Remembrance** – The road closure application has been submitted for this year's Remembrance Sunday parade. The same contractors as last year have been approached for their services this November with regards to the road closure and the sound system.

**Service Level Agreements** – The approved service level agreements have been sent to the recipients for signing and will come into effect from 1<sup>st</sup> April 2022 for a period of three years.

**Flag Pole Survey** – This is taking place on Tuesday 22<sup>nd</sup> March 2022.

## **To consider renewing the hardware support contract for the Town Council's IT server**

### **Background**

In March 2021 the Town Council entered into an annual hardware support contract for our IT Server, which was installed in 2016. The contract is now due for renewal.

### **Information**

The hardware support contract covers the replacement of failed server components and the time for the HP hardware engineer to swap out components, but no software engineering time. It is a break/fix hardware only contract and therefore any work required to be completed by our IT Provider for software related work, including reinstallation of software or restoring of data, would not be covered. If something hardware-related goes wrong with the server, an HP Hardware only engineer will come to site and swap parts.

Without this support contract, if something would happen to the server, we would need to call our IT provider who would come and look at the server, using our prepaid engineering time, on top of paying for any parts that need replacing. They don't carry any spare server parts, so lead time would need to be considered, which could mean fixing the server would take longer.

The warranty includes all parts, except consumables, of which there is only a battery in the server for the array controller. These normally last 3 to 4 years before they need replacing at a cost of around £150 plus engineering time to install (1 to 2 hours).

### **Financial Information**

The cost is the same as last year.

ML150 G9 Server Hardware Support – Mon – Fri, 9am – 5pm, 8-hr response for 1 year  
£365

### **Recommendation**

Councillors should consider if they wish to renew the hardware support warranty for a year, using funds from budget line 4040 IT Maintenance/Software (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Sybille Maddock  
Assistant Town Clerk  
4<sup>th</sup> March 2022

## To approve the repair costs to the Badbury Heights Public Art canopy

### **Background and Information**

On Wednesday 22<sup>nd</sup> February it was reported that the canopy of the Badbury Heights Public Art installation was vandalised. The incident has been reported to the police.



The outdoor staff have patched up the canopy for now.

### **Financial Information**

Officers contacted the artist to advise of the damage, who in turn contacted the canopy manufacturer. They provided the following quote.

Removal of existing canopy, plus supply and installation of new fabric canopy (Assuming hardware is reusable)

Subtotal 2,988.42 + VAT

£5,192 are committed in General Reserves to Badbury Heights Public Art maintenance.

The Town Clerk checked with the Town Council's insurance company who have confirmed that we can make a claim, under part C 'all risk', Street Furniture sum of 138,834.89. The excess is £100, although this will affect the premium going forward.

### **Recommendation**

Councillors are requested to either approve the expenditure of £2,988.42 + VAT for the replacement of the canopy using budget line General Reserves (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8), or resolve to make a claim on the insurance.

Sybille Maddock  
Assistant Town Clerk  
9<sup>th</sup> March 2022

## **Climate Change & Biodiversity To receive a report and the updated Plan**

The working group meeting scheduled for Thursday 17<sup>th</sup> March was rescheduled for Thursday 7<sup>th</sup> April.

The Town Clerk signed up to the Carbon Literacy Accreditation workshops, administered by the DAPTC, which consisted of 7.5 hours over three evening workshops.

Cllr Pat Osborne has reviewed the Town Council's Climate Change & Biodiversity Action Plan. He has also committed to a morning in the office in April to review the Town Council's carbon footprint.

Cllr Osborne has provided the following comments:

### **Headlines**

- The plan stands, with some suggested minor amendments/ enhancements
- 2022 delivery of remaining items scheduled for the 2019-22 phase remains realistic

### **Summary of Findings**

- 1) Needless to say (but always worth reminding people) that the plan was only reviewed in October 2021 and Council Officers have done a fantastic job in keeping it on track through unprecedented times with countless unforeseeable pressure. We owe a great debt of thanks to the Town Clerk and her team.
- 2) Anything marked as 'new policies' on the plan should be included as 'existing' with an implementation date so that we can demonstrate progress in our thinking as a Council.
- 3) Our suite of policies lacks something on 'marine citizenship' and rivers, and we should look to address this.
- 4) Things look very different now with the Corn Exchange renovation than they did when the plan was first conceived. It makes sense to align our ambitions for improvements to other buildings to the Corn Exchange Plan, short of the point that either becomes a 'slave' to the other. We can learn a great deal 'for free' with regards other buildings from experts used on the Corn Exchange, we may also be able to benefit from bulk buying discounts. There is also the risk that change happens slower than is necessary for some buildings or that a sub-optimum solution for other buildings is accepted. Therefore, it's my view that decisions on carbon reduction for each building should be made in a context that each building is part and parcel of a whole estate in the first instance but accepting that achieving an optimum solution is likely to differ from building to building with regards effectiveness, cost and the different obstacles that might be presented.
- 5) I will need to go back to the CSE tool and review their progress. But progressing this and any related actions shouldn't go beyond 2022.
- 6) As a Council the plan and our policies have informed decision making on a number of issues, e.g. tree planting, biodiversity, Carbon Reduction for new estates, Corn Exchange etc. We have overlooked it when considering some other issues though (Reduced Parking Charges for Electric Vehicles, Canopy shelters in new play areas - although the opportunity to introduce these into new play areas has not yet presented itself). On balance the response to it has been very good. These are learnings that can be fed back to the council, but in the context of the huge amount of progress that has been made.
- 7) The follow up energy audit was delayed due to Covid-19, but it's doubtful it would have provided a realistic picture due to home-working and closed venues. This has been rescheduled for April 2022.

- 8) There are a small number of other items outstanding for 2022 (e.g. a lobbying piece around buses, Exploration of the Edinburgh Declaration, both of which require papers to be written and submitted to council). These may be best pushed forward through the working group with our community partners, but there's nothing on there that I can't see being tabled for discussion at Full Council by the November meeting if not much sooner. Any subsequent actions will be picked up in the 2022-25 phase as originally envisaged.
- 9) The only other thing that we need to be conscious of is the issue of fuel poverty. We shouldn't try to relabel anything in our carbon reduction plan, but it does strike me that there will be some learnings to share in this area that the wider community can benefit from.

### **Next steps**

If council officers are able to review from their own perspective, particularly identifying any unplanned improvements that they have made, then I think we can:

- 1) Table this update report at the next working group meeting (on Thursday 7<sup>th</sup> April 2022) and try to get some owners/ timescales for closing down the 2019-2022 element of this.
- 2) Report the revised timeline to Council.

### **Recommendation**

It is recommended that Councillors note the update report and approve the updated Plan (sent separately to councillors, with amendments shown via track changes).

It is also recommended that £100 is spent on wildflower seeds that can be given out from reception in return for photos of their wildflower areas once they have grown. This can be taken from the Grants budget line as not all the Green Grants have been awarded.

Thanks to Cllr Osborne for his time spent on this work.

Linda Scott-Giles  
Town Clerk  
16<sup>th</sup> March 2022

## To receive an update on the planned events for HM The Queen's Platinum Jubilee

### **Background**

At the Town Council meeting in June 2021, it was resolved to create a Working Group, to arrange various suitable events to celebrate The Queen's Platinum Jubilee over the weekend 2<sup>nd</sup> to 5<sup>th</sup> June 2022.

### **Information**

Members of the Working Group, along with community volunteers, meet on a fortnightly basis to arrange various events. The outline of events is as follows:

Thursday 2<sup>nd</sup> June – Railway Arches, Langton Meadows, 12noon to 10.30pm

- Bands to perform during afternoon and evening
- Beacon lighting (on top of Arches) at around 9.45pm
- Small fairground rides for children, refreshment stalls in Langton long stay car park
- Glow sticks instead of fireworks

Friday 3<sup>rd</sup> June – Railway Arches, 10am

- Multi-faith Jubilee Thanksgiving Service
- Tree planting by the Rector of St Peter & St Paul in the churchyard

Friday 3<sup>rd</sup> and Saturday 4<sup>th</sup> June – Corn Exchange, 10am – 4pm

- Exhibition in Corn Exchange, of life in the town during the Queen's reign. This is arranged by the Commemoration Group, with contribution from local schools and organisations.
- Refreshments provided by the W.I.

Saturday 4<sup>th</sup> June – Woodhouse Gardens, 10am – 1pm

- Children's treasure hunt, with a souvenir for all that take part
- Refreshments provided by the Opportunity Group (tbc)

Sunday 5<sup>th</sup> June – Marsh & Ham, 12noon – 5pm

- Public picnic on grass area, with live bands, entertainment, competitions (including producing a miniature Royal barge, using recyclable materials)
- Small children's rides and refreshments in the hardstanding area

30<sup>th</sup> May – 6<sup>th</sup> June

- Shop window competition with a Royal theme
- Spot the Oddity competition

### **Recommendation**

Councillors are requested to note the content of the report.

Sybille Maddock  
Assistant Town Clerk  
4<sup>th</sup> March 2022