



BLANDFORD FORUM TOWN COUNCIL

To: Town & General Purposes Committee Members (Cllr A Cross, Cllr N Lacey-Clarke, Cllr C Stevens, Cllr H Mieville, Cllr R Holmes, Cllr K Herbert, Cllr B Quayle, Cllr P Clark and Cllr C Jacques)

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

Dorset Council Councillors

Dear Member

TOWN & GENERAL PURPOSES COMMITTEE

You are summoned to attend a meeting of the Town & General Purposes Committee which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 4th July 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
27th June 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. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. [Minutes of the Meeting held on 14th March 2022](#)
5. [Town Clerk's Report & Correspondence](#)
6. General Updates from:
 - 6.1 Blandford Business Support Group
 - 6.2 Blandford Police
 - 6.3 Market Manager
 - 6.4 Town Team

7. Dorset Council Highways
(no items)
8. [To consider expenditure approval to enhance the area at Badger Cross](#)
9. [To consider expenditure approval to progress the Litter Free Dorset 'Only Rain Down the Drain' project](#)
10. [To consider new information for the additional Christmas Lights](#)
11. [To consider changing one of the free parking dates](#)
12. Review of Town & General Purposes budgets to 31st May 2021
 - 12.1 [Analytical Review of Revenue Budget](#)
 - 12.2 [Review of Earmarked Reserves](#)
 - 12.3 [Reserve Accounts](#)

DATES OF FUTURE MEETINGS

| | |
|-----------------------|------------------------------------|
| 11 th July | Planning Meeting |
| 18 th July | Town Council Corn Exchange Meeting |
| 25 th July | Town Council Meeting |

Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and online 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
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www.blandfordforum-tc.gov.uk

Town Clerk's Report

Wimborne Road bench and shelter – The manufacturer has advised that the bench commissioned by one of Blandford Forum's Freemen has been made and just requires painting. Anticipated delivery is the end of July (all being well as they close for the first two weeks in July).

Unfortunately, the production team have advised of extreme difficulties in the supply of steel required for the shelter and as such they still have not been able to manufacture this yet. They are hoping to have everything in order by the time they reopen in July and thereafter an anticipated delivery for October.

To consider expenditure approval to enhance the area at Badger Cross

A resident commented on the wildflower seeds giveaway post on Facebook, asking if seeds could be scattered at Badger Cross on the Dorset Council area at the crossing. Dorset Council's North Dorset Rangers were approached, and they advised that – although wildflowers are present – the ground is not suitable because it is heavily compacted and therefore won't take the seed (pictures shown).

The Town Clerk was concerned about the area looking untidy and the Town Council has a named planter, which is next to the DC bin and a bench (unknown owner). A site meeting was arranged with Cllr Lacey-Clarke, two Rangers, the Operations Manager and Town Clerk on 26th April 2022. Everyone in attendance wanted to make improvements to the area and the Town Council staff suggested planters either side of the concrete platform (where it is trodden down by pedestrians) like the ones the Town Council introduced to Jubilee Way. This suggestion was supported by all.



A quote was sought, which is detailed below:

Supply and construct 2 raised planters made out of new style, pine pressure treated sleepers. They will each measure approximately 2.4 meters by 2.4 meters. As the ground is sloped in places, they will be dug in and level and be two courses in height from the lowest adjacent ground. Each sleeper is 200mm in height so will give a finish height of 400mm from the lowest adjacent ground. Once constructed the inside will be lined with a damp proof membrane. The inside will then be filled with supplied topsoil. Price includes all labour, materials, delivery and waste disposal costs = £1,200

Additional Information

The bench was in poor condition, and it was therefore suggested that the black metal bench originally purchased for the Persimmon Homes development is used to replace the wooden bench, which has been done.



The area is already looking much better as a result of the new bench and the return of the Town Council's summer three tier planter.



Recommendation

The Committee is asked to support expenditure approval of £1,200 to install custom made planters either side of the concrete pad at Badger Cross and to plant bulbs and wildflower plugs at the appropriate time using funds from the DC Highways budget line as it is a Dorset Council-owned area (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Linda Scott-Giles
Town Clerk
26th April 2022

To consider expenditure approval to progress the Litter Free Dorset 'Only Rain Down the Drain' project

Introduction

The Town Council's climate change and biodiversity working group has been working on marine citizenship and Litter Free Dorset's Only Rain Down the Rain project was raised at a recent meeting.

Background

Roadside drains are often mistakenly thought to be linked to the treatment network, in some places they are, however many of them go directly to a watercourse or the sea. It is safest to remember that they are meant for rainwater only. Simply due to a lack of awareness and people unwittingly pouring waste or dropping litter into outside drains, this can sometimes mean litter, cleaning fluids, fats or oils, paints and car washing water can enter our water and have a negative impact on water quality in your nearby river, lake or beach. At Litter Free, they work with individual communities to inform and educate and sometimes brighten up roadside drains along the way.



An example of one of their initiatives is shown.

Litter Free Dorset advised that permission would need to be sought from the Dorset Council Highways and the paints must not be slippery. They also recommended an artist to carry out the work, but a response was not received so the Business Support Officer contacted The Blandford School art department, and they are currently considering working on the scheme. They have been asked to design something similar to the picture above, but tailoring it to Blandford – the River Stour, the otters, etc. with a punchy line such as 'Use your power, don't pollute the Stour'.

The proposed drains are shown below and the reason for choosing these is that they are on mainly pedestrian areas so they should not distract drivers or impact on the highway (I-r Morrison's, Greyhound Passage, Scrivens, BFTC office/Anchor Gateway, Debbie's Barbers).



Recommendation

It is recommended that the Committee supports the project and proposed location, to enable officers to seek consent from the Dorset Council and that funds of up to £500 are approved from the Town Improvements budget line to cover the costs of paint for The Blandford School (subject to them agreeing to proceed) (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Linda Scott-Giles
Town Clerk
24th June 2022

To consider new information for the additional Christmas Lights

Background

At the 14th March 2022 T&GP Committee meeting Councillors resolved that:

The Committee agrees to a public engagement/consultation at the Community Expo on 26th March, providing information on the lighting up of Woodhouse Gardens and the town centre, asking the public if they would like to see more / less / the same amount of Christmas lighting. The results of the consultation will be considered by a Working Group, consisting of Cllrs Stevens, Quayle, Mieville, Holmes and L Hitchings. The findings and proposals of the working group will be brought back to the Town Council meeting scheduled for 25th April 2022.

The findings of the working group meeting were presented to Town Council on 25th April, and Councillors resolved that:

The Town Council agrees to

- **Relocate blue & white column lights from footfall monitoring device column x 1 in the Market Place, West Street entrance x 2 & East Street entrance x 2 to Tabernacle (4T86, 5T86, 2T86) and Church Lane (2C194, S2C194).**
- **Purchase the Bannière Quadrille design for the East and West Street entrances to the town (x2 at each entrance to replace the relocated blue and white column lights). This is subject to SSE approving their weight.**

Report

SSE did not approve the weight of the Bannière Quadrille design. They weigh about 9kg and the maximum weight is around 5kg. Therefore, officers have sought new designs from the same company, see below.

Design Twist: (H:1.20m x W:0.60m)
35w 3.9kg, £427



Design Petite Quadrille: (H:1.20m x W:0.60m)
20w 3.7kg, £292



Carriage costs are £170.00. The company can install (£1380) and remove (£920) the lights every year if the council so wish. Alternatively, the electrical contractor who installs and removes the existing trees and lights can be asked to do this at the same time as the other work. They have been asked for a quote so the Committee has a comparison.

Recommendation

Councillors are requested to choose a new design so four new lights can be purchased using the Christmas Lights budget line (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Linda Scott-Giles (Work and report started by Sybille Maddock)
Town Clerk
24th June 2022

To consider changing one of the free parking dates

Background

At the committee meeting held on 11th October 2021, councillors made the following resolution:

TO AGREE THE SIX FREE PARKING DAYS FOR ALL DORSET COUNCIL CAR PARKS IN BLANDFORD FORUM FOR 2022

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Stevens and AGREED unanimously that

The Committee requests the following days in 2022 for free parking from the Dorset Council;

**Thursday 2nd June 2022 – Jubilee weekend
Saturday 4th June 2022 – Jubilee weekend
Sunday 5th June 2022 – Jubilee weekend
Sunday 28th August 2022 – Bank Holiday weekend
Friday 24th December 2022 – Christmas Eve**

Report

The Skatefest is scheduled for Sunday 21st August 2022 and the Stour Meadows car park has been closed off with barriers at the last two events to protect children from any accidents leaving or entering the skate park through the car park. This year, we have asked for the grassed area for parking and it is proposed that the already agreed date of 28th August is changed to 21st August to avoid having to pay for the large number of parking spaces at Stour Meadows now that the car park is a pay and display area (although the machines are not working at time of writing).

Additional Information

Supporting information for the free parking days is as follows:

This is made up of the following:

- **Four** days each year, for events which generate valuable footfall for that town. These four days cannot be used in December but can be used on Sundays.
- **One** weekday in December
- Free parking in all Dorset Council Town Centre car parks on **Small Business Saturday** in December

No other days in December will be considered unless the Town Council or Local BID is willing to meet the cost of the lost income at an amount to be calculated by the Council's parking team based on average weekend costs for that time of year.

Any requests for free use of the six days will be compiled by the Parking Services Team and a record maintained. Requests for free parking days should be emailed at least **six weeks** prior to the free parking date and you should expect a response within five working days.

Notes:

- i. It is the decision of Parking Services Manager whether to include free parking in all Dorset Council car parks in area or in specific car parks only.
- ii. It is the decision of the Town/Parish Council whether to include free parking in car parks that are owned by them but managed by Dorset Council.
- iii. It is the decision of the Town/Parish Council whether to use all 6 free parking days or not.
- iv. By 'year' the policy is referring to a calendar year.
 - v. If an event is cancelled, the free parking day can be reallocated, but 5 days' notice must be given otherwise the day will be lost. Days cannot be reallocated in December.
 - vi. Free days not taken in one calendar year cannot be carried over to the next calendar year with no exceptions.
- vii. It is the responsibility of the requester (Town/Parish Council, BID, other) to advertise free parking days, cover pay & display machines and put up free parking signs.
- viii. Dorset Council are not responsible for payments made in error.

Recommendation

It is recommended that the committee agrees to change the free date of 28th August to 21st August for the Skatefest.

Linda Scott-Giles
Town Clerk
27th June 2022

Analytical Review of Revenue Budget

Revenue Expenditure against Budget as at 31st May 2022

| N/L code | | 2022/23 | | | Budget Variance | |
|----------------|---|----------------------|-----------------------|-----------------------|------------------------|---------------------------|
| | | Annual Budget | Budget to date | Actual to Date | | |
| COSTS | | | | | | |
| 4711 | Vandalism - General | 50 | 8 | 0 | (8) | |
| 4782 | Vandalism (Tabernacle) | 152 | 25 | 0 | (25) | |
| 4785 | Vandalism (M & H) Toilets | 812 | 135 | 0 | (135) | |
| 4786 | Vandalism - Markets | 0 | 0 | 0 | 0 | |
| 5020 | CCTV Maintenance | 1,827 | 305 | 0 | (305) | |
| 5050 | CCTV Electric | 152 | 25 | 10 | (15) | Electric supply for CCTV |
| 5060 | Grit Bin - Re-fill | 544 | 91 | 0 | (91) | |
| 5600 | Street Market - Advertising | 500 | 83 | 0 | (83) | |
| 5601 | Street Market - New Equipment | 254 | 42 | 0 | (42) | |
| 5602 | Street Market - Equipment Maint | 0 | 0 | 0 | 0 | |
| 5603 | Street Market - Health & Safety | 0 | 0 | 0 | 0 | |
| 5604 | Markets - Telephone | 122 | 20 | 0 | (20) | |
| 5605 | Street Market - DCC Parking Charges | 11,616 | 1,936 | 2,561 | 625 | DCC Quarterly Income Loss |
| 5606 | Street Markets - Rates | 1,978 | 330 | 375 | 45 | 2 months Rates |
| 5607 | Street Market -Printing & Stationery | 0 | 0 | 0 | 0 | |
| 6200 | Planters (Planting & Signs) | 5,075 | 846 | 60 | (786) | 2 x Planter Plaques |
| 6630 | Toilets (Tabernacle)- Cleaning | 508 | 85 | 0 | (85) | |
| 6635 | Toilets (Tabernacle)- Blg/Ground Maint | 206 | 34 | 0 | (34) | |
| 6641 | Toilets (Tabernacle) -Electric | 288 | 48 | 52 | 4 | Apr - Electric |
| 6642 | Toilets (Tabernacle) -Equip Maint | 51 | 9 | 0 | (9) | |
| 6643 | Toilets (Tabernacle) -Equip Purchased | 51 | 9 | 0 | (9) | |
| 6644 | Toilets (Tabernacle) -Health & Safety | 51 | 9 | 0 | (9) | |
| 6645 | Toilets (Tabernacle) -Water | 365 | 61 | 0 | (61) | |
| 6646 | Toilets (Tabernacle)- Rates | 0 | 0 | 0 | 0 | |
| 6650 | Toilets - (M & H) - Cleaning | 8,953 | 1,492 | 1,302 | (190) | Apr & May toilet cleaning |
| 6655 | Toilets - (M & H) - Building Maint | 1,218 | 203 | 90 | (113) | Clear blockage in toilets |
| 6656 | TIC - Building Maint | 508 | 85 | 0 | (85) | |
| 6657 | Toilets - (M & H) - Rates | 0 | 0 | 0 | 0 | |
| 6660 | Toilets- (M & H) - Electricity | 2,030 | 338 | 97 | (241) | Apr Electric |
| 6661 | Toilets - (M & H) Water | 2,030 | 338 | 0 | (338) | |
| | <i>Total Costs</i> | 39,341 | 6,557 | 4,547 | (2,010) | |
| | SEE OVER FOR INCOME | | | | | |
| 2022/23 | | | | | | |
| | | Annual Budget | Budget to date | Actual to Date | Budget Variance | |
| INCOME | | | | | | |
| 2900 | Markets - Street Rent | 14,210 | 2,368 | 2,111 | (258) | Rent up to 19th May |
| 2810 | Shambles / Craft Market Rent | 3,959 | 660 | 748 | 88 | Rent up to 19th May |
| 2820 | Indoor Market Rent | 4,568 | 761 | 526 | (235) | Rent up to 19th May |
| 3500 | Toilet Income (M & H) | 0 | 0 | 0 | 0 | |
| 3550 | Tabernacle - Toilets | 0 | 0 | 0 | 0 | |
| 3850 | T & GP Income | 0 | 0 | 0 | 0 | |
| 3900 | Planter Sponsorship | 711 | 119 | 1,248 | 1,130 | From various businesses |
| | <i>Total Income</i> | 23,448 | 3,908 | 4,633 | 725 | |
| | NET COST / (INCOME) | 15,893 | 2,649 | (86) | (2,734) | |

Review of Earmarked Reserves

| Nominal Code | Budget | Balance b/f | Income | Budget 2022/23 | Total Reserves | Spend YTD | Committed YTD | Current Balance | Proposed budget for 2023/24 |
|--------------|----------------------------------|---------------|--------------|----------------|----------------|--------------|---------------|-----------------|-----------------------------|
| 1020 | Town Maps, Boards & Fingerposts | 3,283 | | 0 | 3,283 | 0 | | 3,283 | 0 |
| 1021 | DCC Highways | 5,162 | | 0 | 5,162 | | 0 | 5,162 | 0 |
| 1025 | Christmas Town Decorations | 1,344 | 0 | 10,000 | 11,344 | 350 | 0 | 10,994 | 0 |
| 1030 | Tourism | 4,300 | | 0 | 4,300 | | | 4,300 | 0 |
| 1035 | Twinning | 1,303 | | 0 | 1,303 | | | 1,303 | 0 |
| 1040 | Town Improvements | 12,683 | | 0 | 12,683 | | | 12,683 | 0 |
| 1042 | New Benches | 2,634 | | 0 | 2,634 | | | 2,634 | 0 |
| 1043 | Queen's Platinum Jubilee Weekend | 4,441 | 3,208 | 3 | 7,649 | 1,131 | 2 400 | 5 6,118 | 0 |
| 1045 | Contingency | 1,000 | | 0 | 1,000 | 300 | 4 | 700 | 0 |
| | | 36,150 | 3,208 | 10,000 | 49,358 | 1,781 | 400 | 47,176 | 0 |

(if Contingency budget is unspent on 31st March 2022 it will be ring-fenced for the next financial year and not increased or transferred at budget setting)

Expenditure

| | | |
|---|---------------------------------|------|
| 1 | Fete Entertainment fee | 350 |
| 2 | Platinum Jubilee Expenses | 1131 |
| 4 | Bench design for Queens Jubilee | 300 |

Expenditure - Cont

| | |
|-------|---|
| C/fwd | - |
|-------|---|

Switch Budget Cont
Contingency
Town Improvements
DCC Highways to Queen's
Platinum Jubilee

1,781.00

TOTAL

0

Income/Transferrals

| | | |
|---|---|------|
| 1 | | |
| 2 | | |
| 3 | Howdens - Queens Jubilee Donation | 208 |
| 3 | Received from General Reserves (May Planning Mtg) | 3000 |

Breakdown of Committed funds

(6) QPJ window comp prize money £ 400.00

TOTAL

3208

400

Reserve Accounts

| Nominal Code | <u>Standard Asset Replacement Accruals</u> | Responsible Committee | Balances £ | Committed Funds £ |
|--------------|---|-----------------------|---------------------|----------------------------|
| 1300 | IT | F & S | 23,613.49 | |
| 1305 | Skate park | R & A | 172,647.93 | |
| 1310 | General Play Equipment | R & A | 76,422.06 | |
| 1315 | Maintenance Equipment Replacement | R & A | 13,268.94 | |
| 1320 | Vehicle Replacement | R & A | 16,258.00 | |
| 1325 | Tractor Replacement | R & A | 16,701.20 | |
| 1330 | Mower Replacement | R & A | 34,546.77 | |
| 1340 | CCTV / ANPR | T & GP | 36,230.92 - | 12,852.20 |
| 1345 | Benches | T/C | 12,516.65 | |
| 1350 | Glenmore Depot | R & A | 10,384.93 | |
| 1351 | B/Heights Play Equipment | R & A | 14,494.28 | |
| 1352 | B/Heights Maintenance Equipment Replacement | R & A | 2,386.62 | |
| | | | | 416,619.59 |
| | <u>Earmarked Accounts</u> | | | |
| 10510-10540 | Recreation & Amenities Funds | R & A | 808,894.44 - | 5,192.00 |
| | | | | |
| 1020-1045 | Town & General Purposes Committee | T & GP | 36,002.70 - | 591.00 |
| | | | | 839,114.14 |
| | <u>Other Earmarked Accounts</u> | | | |
| 1001 | Earmarked Interest | F & S | 4,363.39 | |
| 1002 | Property Fund Dividend | F & S | 15,163.91 - | 1,392.00 |
| 1004 | Well & Connected | | - | |
| 1005 | Election Costs | T/C | 7,683.70 | |
| 1006 | Youth Services | T/C | 10,726.03 | |
| 1007 | Woodhouse Gardens Wall Rebuild (Moved to R & A | R & A | - | |
| 1008 | High Street Clean Up | F & S | - | |
| 1009 | BFTC Commemoration Group | T/C | 322.50 | |
| 1010 | Capital Interest | F & S | 2,793.86 | |
| | | | | |
| 1011 | Land North of Bypass / Sport & Recreation | T/C | 5,772.98 - | 5,766.87 |
| 1012 | The Blandford Events Group | T/C | 442.17 | |
| 1013 | Neighbourhood Plan | T/C | 6,963.93 - | 7,643.93 |
| 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 | 52,964.49 | - |
| 1335 | Civic Regalia | F & S | 18,849.84 | |
| 1185 | Pension Deficit | F & S | 20,000.00 | - |
| 1195 | Improvements to Market Place | T/C | 70,000.00 | - |
| | | | | |
| 1500 | General Reserves | T/C | 278,827.64 - | 38,541.87 |
| | | | | 489,560.44 |
| | <u>Capital Projects</u> | | | |
| 1104 | Corn Exchange S106 Funds | T/C | 83,177.06 | |
| | | | | |
| 1105 | Corn Exchange | T/C | 490,210.90 - | 116,106.49 |
| 1110 | Corn Exchange Promotions Group | T/C | 3,091.93 | |
| 1115 | Corn Exchange Project Development | T/C | 68,928.83 | |
| 1116 | Corn Exchange HLF Stage 1 Matchfunding | T/C | 97,379.97 | |
| 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 |
| 1135 | Railway Arches | T & GP | 3,625.56 - | 260.00 |
| 1175 | CCTV / ANPR - New Equipment | T & GP | 14,161.40 | |
| | | | | 826,501.97 |
| | | | <u>2,761,142.50</u> | <u>2,571,796.14</u> T |
| | Surplus from 2021/22 as at 31/03/2022 | | | 228,675.72 |
| | | | | <u>2,800,471.86</u> |