



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 24th October 2022 at 7 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
17th October 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 Corn Exchange Meeting held on 18th July 2022](#)
5. [Town Clerk's Report & Correspondence](#)
6. [To consider options for the office relocation during the refurbishment of the Town Hall/Corn Exchange complex](#)
7. [To approve expenditure for the installation of a loft hatch in the Council Chamber](#)

A Barnes for a Recreation Trust meeting will take place following this 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

Town Clerks Report

National Lottery Heritage Fund Application – Ingham Pinnock Associates asked the Town Clerk and Operations Manager to seek letters of support for the National Lottery Heritage Fund application. Requests were sent to numerous contacts and letters were gratefully received back from the following:

Blandford St Mary Parish Council
Bryanston Parish Council
Blandford Group Practice
John Sellgren – Executive Director Place, Dorset Council
Catharine Chapman, Blandford Business Group
Blandford Forum Parish Church
Blandford & District Branch of the RBL
Blandford Yuletide Festival
Artsreach
Oh No It Isn't
The Blandford School
Blandford + Monitoring Group

Unfortunately, the grant request of £25,000 from Dorset Council was not successful and IPA has sought an explanation.

Existing Regular Hirers – An email has been prepared to send to our existing regular hirers of the Town Hall complex, providing an update, drawings and proposing a meeting to discuss the progress being made. This will also give hirers an opportunity to ask questions. It is suggested that the Town Clerk, Operations Manager, Bookings Receptionist and the Architect are present, but this cannot be arranged until the next stage of fees is approved.

To consider options for the office relocation during the refurbishment of the Town Hall/Corn Exchange complex

It will be necessary for the relocation of the offices once the contractors are on site. At an online meeting held with Ingham Pinnock on September 29th 2022 it was agreed to submit the planning application and LBC in October. It was further agreed that the period between October 2022 and June 2023 would comprise developing proposals through RIBA stage 4, undertaking the contractor procurement and applying to the PWLB. If this progresses as planned, decant would be undertaken between March and July 2023. The Town Clerk and Operations Manager have therefore been researching possibilities in the town, including industrial and town centre shops. Public and disabled access is key as well as staff welfare.

During this research, Coupar House / Legion House on Church Lane has become the most favoured option. A meeting was held with the Club to view their spaces and they held a Committee meeting where the proposals to accommodate the Town Council staff were fully supported. The Committee has proposed a rental of £800 per calendar month. Councillors will be aware that this is at a lower cost than other town centre properties.

The advantages of being at Legion House include the proximity to the offices/Corn Exchange, the rental being paid to the Legion instead of a landlord who is not associated with the town, the easy access for residents/councillors/caretakers/visitors, and close proximity to Woodhouse Gardens pavilion, which will continue to be let. In addition, we have a good relationship with the Club and Branch.

Should Councillors support this suggestion, a further meeting will be required with the Club to discuss requirements for keys, WiFi, VoIP telephones, etc. The Club would then start clearing the rooms so they are ready. They are also in a position to assist with the WiFi and VoIP requirements due to the contacts they have. The photos of the rooms are shown at [Appendix A](#). Subject to the Club's other bookings, there is also the opportunity to make use of the ground floor meeting room, also shown in the photos.

Alternatively, the Town Council could use Woodhouse Gardens pavilion for its council meetings. The Local Government Act 1972, Sch 12, paras 7 and 23 states that meetings may not take place in licensed premises unless no other suitable room is available free of charge or at reasonable cost. A regular hirer at the pavilion has the first Monday of each month and we do not wish to reduce what will be a limited income stream or let down local hirers, so we could combine meetings to reduce the number of Monday evening meetings to enable this.

Other properties looked at in the town centre are shown at [Appendix B](#). Jack Rabbits on East Street also attracts business rates of £32,000.

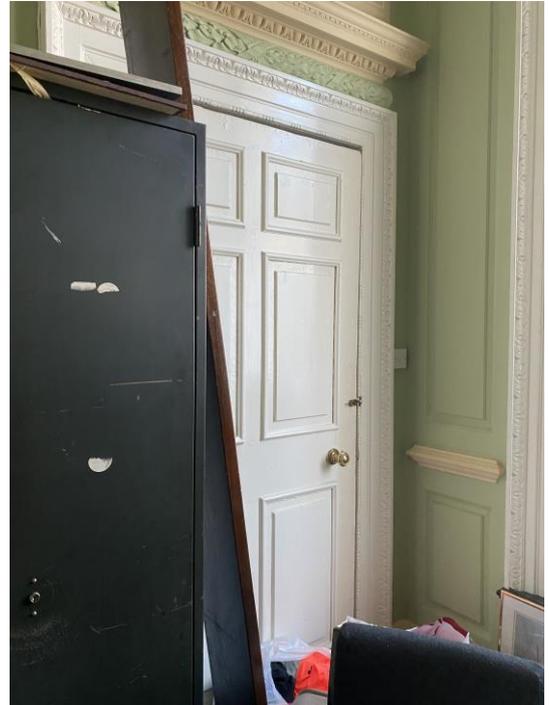
Recommendation

It is recommended that Councillors support the proposal to relocate to Legion House during the closure of the offices and Town Hall complex.

Linda Scott-Giles
Town Clerk
11th October 2022

Appendix A

Downstairs office (left once through main door)



Upstairs office



Downstairs meeting room (right once through main door)

Considered suitable for committee meetings





25 Salisbury Street, Blandford Forum, Dorset, DT11 7AU [See map](#)

£1,042 pcm £12,500 pa

£17.24 per sq. ft.

Business rates & charges may apply

SIZE AVAILABLE

725 sq. ft.
(67 sq. m.)

SECTOR

Shop to lease

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TO LET

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To approve expenditure for the installation of a loft hatch in the Council Chamber

Background

At the Corn Exchange meeting held on 29th November 2021 the following resolution was made:

The Town Council resolves to proceed with the installation of a loft hatch in the Council Chamber separately to the overall project and as a matter of urgency.

Report

A planning application has been submitted and three companies have been approached for a quote to carry out the works once the application gains approval. Therefore, this report is seeking expenditure authority to place an order with the selected contractor to avoid delay.

The contractor who installed the lobby glazing has declined to quote due to current workload.

The quotes are detailed below.

Financial implications

Company A:

To install loft hatch and all associated repairs and decoration required, for a sum of **£12,483.90 + VAT**

Company B:

Quote awaited – it is hoped that this will be received prior to the meeting.

Additional Information

The architect has been sent the quote for his views.

Recommendation

It is recommended that Councillors select a company and approve the associated expenditure authority using funds from the Corn Exchange Reserves budget line 1105 (Expenditure Authority: Localism Act 2011 s1-8).

Jon Goodenough
Operations Manager
26th September 2022