



# 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 21<sup>st</sup> November 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  
14<sup>th</sup> November 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 10<sup>th</sup> October 2022](#)
5. [Committee Clerk's Report & Correspondence](#)
6. General Updates from:
  - 6.1 Blandford Business Support Group
  - 6.2 Blandford Police
  - 6.3 Market Manager (no updates since the last meeting in October)

7. Dorset Council Highways
  - 7.1 [Holland Way onto Fairfield Bungalows](#)
  - 7.2 [Milldown Road](#)
  - 7.3 [To consider a request to relocate the taxi rank](#)
8. Review of Town & General Purposes budgets to 31<sup>st</sup> October 2022
  - 8.1 [Analytical Review of Revenue Budget](#)
  - 8.2 [Review of Earmarked Reserves](#)
  - 8.3 [Reserve Accounts](#)
9. [To agree the six free parking days for all Dorset Council car parks in Blandford Forum for 2023](#)
10. [To consider options for the crib scene on the churchyard and budget accordingly](#)
11. [Consideration of the proposed budget for the year 2023/2024 and recommendation to Finance & Staffing Committee meeting](#)

## **DATES OF FUTURE MEETINGS**

28 <sup>th</sup> November	Town Council Meeting
5 <sup>th</sup> December	Planning Meeting
12 <sup>th</sup> December	Finance & Staffing Meeting
19 <sup>th</sup> December	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](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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[www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)

## Committee Clerk's Report & Correspondence

20mph Schemes News Release – Dorset Council has issued a news release stating that town and parish councils can now apply online for 20mph speed limits and zones, following the introduction of a new policy. Schemes will need to meet certain requirements, and there should be community support.

Town/parish councils or local ward members (Dorset councillors) should submit an [application form](#) to begin the process. Dorset Council's Road Safety Team will work with town and parish councils to complete an assessment once an application is submitted. Each application will be assessed against a set of requirements, and Dorset Council will fund those schemes deemed to be a high priority. Town and parish councils will have the opportunity to self-fund lower priority schemes.

Schemes must offer the maximum benefit for the affected communities. This includes quality of life, healthier lifestyles, sustainability and environmental benefits, alongside other important considerations such as reduction of collisions. Residents interested in the implementation of new 20mph speed limits in their local area should contact their [town or parish council](#) or local [Dorset councillor](#) (ward member).

Communities considering a 20mph scheme are strongly encouraged to establish a Community Speed Watch Scheme as a way of gaining evidence of existing speeds and encouraging improved compliance with the speed limit.

Dorset Council will also actively promote the installation of 20mph schemes, where appropriate, on new residential developments. Such developments have long been designed in a way to encourage speeds at or below 20mph. Where practical, the extent of a 20mph scheme associated with a new development should look to include any adjoining residential areas to ensure consistency in a residential area.

## Analytical Review of Revenue Budget

		2022/23				
N/L code		Annual Budget	Budget to date	Actual to Date	Budget Variance	
<b>COSTS</b>						
4711	Vandalism - General	50	29	0	(29)	
4782	Vandalism ( Tabernacle)	152	89	0	(89)	
4785	Vandalism (M & H) Toilets	812	474	0	(474)	
4786	Vandalism - Markets	0	0	0	0	
5020	CCTV Maintenance	1,827	1,066	120	(946)	
5050	CCTV Electric	152	89	130	42	Electric supply for CCTV
5060	Grit Bin - Re-fill	544	317	173	(144)	
5600	Street Market - Advertising	500	292	300	8	
5601	Street Market - New Equipment	254	148	0	(148)	
5602	Street Market - Equipment Maint	0	0	0	0	
5603	Street Market - Health & Safety	0	0	0	0	
5604	Markets - Telephone	122	71	90	19	
5605	Street Market - DCC Parking Charges	11,616	6,776	5,339	(1,437)	DCC Quarterly Income Loss
5606	Street Markets - Rates	1,978	1,154	1,310	156	2 months Rates
5607	Street Market -Printing & Stationery	0	0	0	0	
6200	Planters (Planting & Signs)	5,075	2,960	5,509	2,548	Summer Bedding Planters+Repl Sleeper Planters
6630	Toilets ( Tabernacle)- Cleaning	508	296	0	(296)	
6635	Toilets ( Tabernacle)- Blg/Ground	206	120	206	86	
6641	Toilets (Tabernacle) -Electric	288	168	128	(40)	Sept - Electric
6642	Toilets (Tabernacle) -Equip Maint	51	30	133	104	
6643	Toilets (Tabernacle) -Equip Purchased	51	30	0	(30)	
6644	Toilets (Tabernacle) -Health & Safety	51	30	0	(30)	
6645	Toilets (Tabernacle) -Water	365	213	0	(213)	
6646	Toilets (Tabernacle)- Rates	0	0	0	0	
6650	Toilets - (M & H) - Cleaning	8,953	5,223	4,732	(490)	Apr - Sept toilet cleaning
6655	Toilets - (M & H) - Building Maint	1,218	711	90	(621)	Clear blockage in toilets
6656	TIC - Building Maint	508	296	156	(140)	
6657	Toilets - (M & H) - Rates	0	0	0	0	
6660	Toilets- (M & H) - Electricity	2,030	1,184	1,186	2	Apr - Sept Electric
6661	Toilets - (M & H ) Water	2,030	1,184	500	(684)	
<b>Total Costs</b>		<b>39,341</b>	<b>22,949</b>	<b>20,103</b>	<b>(2,846)</b>	
SEE OVER FOR INCOME						
		2022/23				
		Annual Budget	Budget to date	Actual to Date	Budget Variance	
<b>INCOME</b>						
2900	Markets - Street Rent	14,210	8,289	9,347	1,058	Rent up to 20th October 2022
2810	Shambles / Craft Market Rent	3,959	2,309	2,670	360	Rent up to 20th October 2022
2820	Indoor Market Rent	4,568	2,665	2,410	(255)	Rent up to 20th October 2022
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	415	1,047	632	
<b>Total Income</b>		<b>23,448</b>	<b>13,678</b>	<b>15,473</b>	<b>1,795</b>	
<b>NET COST / (INCOME)</b>		<b>15,893</b>	<b>9,271</b>	<b>4,629</b>	<b>(4,642)</b>	

### Review of Earmarked Reserves

Nominal Code	Budget	Balance b/f	Transfer To/From General Reserves	Budget Approved 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	0	3,283	0
1021	DCC Highways	10,044	-5,000	0	5,044	2,504	0	2,540	0
1025	Christmas Town Decorations*	1,294	10,000	1	10,000.00	509	0	10,786	15,000
1030	Tourism	4,300		0	4,300	0	0	4,300	0
1035	Twinning	1,303		0	1,303	0	0	1,303	0
1040	Town Improvements	12,683		0	12,683	0	0	12,683	0
1042	New Benches	2,634		0	2,634	0	0	2,634	0
1043	Queen's Platinum Jubilee Weekend**	1,035	8,208	2 3	0	9,243	10,012	-769	0
1045	Contingency***	1,000		0	1,000	92	0	908	0
		<b>37,576</b>	<b>13,208</b>		<b>10,000</b>	<b>50,784</b>	<b>13,116</b>	<b>37,667</b>	<b>15,000</b>

\*Journal entries split H1 & H2 at £5000 each

\*\*Journal entry amount of £5000 relates to 2021/22 financial year

\*\*\*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)

Income/Transfers From Reserves		Breakdown of Committed funds	
1	Precept Allocation 2022/3	10,000.00	
2	Howdens - Queens Jubilee Donation	208.00	(Note - amount not credited to NC 1043)
2	Received from General Reserves NC1000 per 16th May 2022 TC Planning Mtg	3,000.00	
3	Received from DCC Highways Budget per Transfer Agreed by BTC in T&GP Meeting 15th November 2021 MOM -32.2**	5,000.00	
		<u>13,208.00</u>	
	<b>TOTAL</b>	<u><b>21,416.00</b></u>	

## Reserve Accounts

## Reserve Accounts as at 31st October 2022

Nominal Code(s)	Standard Asset Replacement Accruals	Responsible Committee	Balances	Sub Totals
			£	£
1300	IT	F & S	21,033.73	
1305	Skate park	R & A	160,318.73	
1310	General Play Equipment	R & A	74,839.80	
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	
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	
				<b>412,980.57</b>
	Earmarked Accounts			
10510-10540	Recreation & Amenities Funds B/Heights	R & A	805,514.14	
1020-1045	Town & General Purposes Committee	T & GP	33,623.84	
1060-1096	Recreation & Amenities Funds Other	R & A	118,815.94	
				<b>957,953.92</b>
	Other Earmarked Accounts			
1000	Transfer to Reserves	n/a	145,092.39	
1001	Earmarked Interest	F & S	4,363.39	
1002	Property Fund Dividend	F & S	15,163.91	
1004	Well & Connected		-	
1005	Election Costs	T/C	4,976.35	
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	262.60	
1010	Capital Interest	F & S	2,793.86	
1011	Land North of Bypass / Sport & Recreation	T/C	5,772.98	
1012	The Blandford Events Group	T/C	442.17	
1013	Neighbourhood Plan	T/C	8,294.93	
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	
1050	Allotments	R&A	4,175.36	
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	241,713.72	
				<b>653,622.69</b>
1099	Transfer From Reserves	N/A	- 5,475.91	
	Capital Projects			
1104	Corn Exchange S106 Funds	T/C	83,177.06	
1105	Corn Exchange	T/C	441,824.70	
1110	Corn Exchange Promotions Group	T/C	2,907.73	
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	
1135	Railway Arches	T & GP	3,625.56	
1175	CCTV / ANPR - New Equipment	T & GP	14,161.40	
				<b>895298.06</b>
				<b>2,914,379.33</b> Total Reserves

Surplus from 2021/22 as at 31/03/2022

228,675.72

## Highways

The following matters have been raised by Cllr Holmes:

Holland Way onto Fairfield Bungalows – Holland Way is 30 mph, (a speed factor) but cars constantly meet up with oncoming vehicles in Fairfield Bungalows who drive in the centre due to double parking. Cllr Holmes would like to see measures introduced to slow the traffic down. There is a double-parking issue adding problems when turning left or coming from Salisbury Road.

Milldown Road – Due to the parking leading up to the chicanes on both sides it causes problems with vehicles waiting to go through. As this is a 20mph restriction, along with speed humps, Cllr Holmes proposes double yellow lines as hopefully no high speeding would or should occur. Safety is the uppermost important for students and residents.

## Agenda Item 7.3

### To consider a request to relocate the taxi rank

We have received the following request from a resident to relocate the taxi rank on Sheepmarket Hill to the Market Place.

*I am writing to you today to propose the movement of the towns taxi rank from sheep market hill to the market place. I am a current taxi driver in this town and have been for the past 6 years. Having spoken to every taxi driver in this town we all agree that it would make much more sense to have us parked outside WH Smith Lloyds bank down to kings barbers. While I understand that this might not be practical. Perhaps it should be considered. I understand the town is trialling loading bays in the market place and Salisbury street. So I'm putting forward a proposal to trial the taxi rank down there. It works so much better when we move down there at night.*

*To move the taxi rank to the banks would be more practical for everyone.*

- 1. You won't have taxis queuing up to the library and causing a nuisance to anyone coming from the Plocks and the close etc*
- 2. It's more viable for a lot of our older customers who then don't have to walk so far and would be able to walk from the market place just across the road to the taxis instead of having to walk from the market to sheep market hill and there being no taxis there (wouldn't be able to tell if there was a taxi there without getting to best one)*
- 3. Currently have half the rank shut due to sse doing work on the pavement on the taxi rank.*
- 4. You could turn the current taxi rank into disabled bays*
- 5. We would be more central to the town centre than we currently are now.*

DC has advised that at least  $\frac{3}{4}$  of the taxi firms would need to be in favour of the move for it to be considered.

There is also a loading bay in the proposed area.

### Recommendation

It is recommended that Councillors consider the request and decide if they wish to support it.

Jon Goodenough  
Operations Manager  
28<sup>th</sup> October 2022

## To agree the six free parking days for all Dorset Council car parks in Blandford Forum for 2023

### Background

To support local economy, Dorset Council will give a total of **six free parking days** in Dorset Council car parks each year.

### Further Information

This is made up of the following:

- **Four** days each year, for events which generate valuable footfall for the 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 of each year.

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.

- i. It is the decision of Dorset Council 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.

### Report

Last year, the Committee requested the following days for 2022:

Thursday 2nd June 2022 – Jubilee weekend  
Saturday 4th June 2022 – Jubilee weekend  
Sunday 5th June 2022 – Jubilee weekend  
Saturday 27th August 2022 – Bank Holiday  
Friday 23<sup>rd</sup> December 2022 – Christmas Eve

At the Town & General Purposes committee meeting held on 10<sup>th</sup> October, it was agreed that the Coronation Day should be included in the 2023 selection. It was confirmed on 11<sup>th</sup> October that this will be held on 6<sup>th</sup> May 2023 and there is a Bank Holiday planned for 8<sup>th</sup> May 2023.

### Recommendation

Councillors should decide which days in 2023 they would like to request for free parking from the Dorset Council.

Linda Scott-Giles, Town Clerk  
28<sup>th</sup> September 2022 (updated 11<sup>th</sup> October 2022)



## To consider options for the crib scene on the churchyard

Following the resolution to consider installing a crib scene outside the Church the following options are under consideration and have been shared with the Church for their views. It is requested that Councillors and representatives of the Church investigate logistics, style and budget in preparation for Christmas 2023.

[Festive Lights - 1.2m Nativity Scene Christmas Indoor, Outdoor Rope Light Silhouette - Xmas Decorations - Multicoloured LED's : Amazon.co.uk: Home & Kitchen](#)

1.2m high - £124.99



[4ft 8 Inches \(1.42 m\) Indoor / Outdoor Christmas Nativity Scene with 240 LED lights - British Hypermarket-uk British Hypermarket-uk](#)

£143.73 Excl Tax



[Large Outdoor Yard Display Set Front Lawn Sign Marker Christmas Nativity Scene | eBay](#)

46" tall PVC approx. £120 from USA



[Outdoor Nativity Sets | Outdoor Nativity Store](#)

Lifesize from the USA £400 - £1400



Julie Wigg  
Committee Clerk  
15<sup>th</sup> November 2022

## **Consideration of the proposed budget for the year 2023/2024 and recommendation to Finance & Staffing Committee meeting**

This information is a result of officers' discussions and is intended to help the Committee reach its decision. Please also refer to the right-hand column (in red) on the [Earmarked Reserves report](#).

### Town Maps, Boards & Fingerposts – proposed budget £0

Two new fingerposts were purchased in 2021 at a total cost of £1666. No further expenditure is expected, beyond repairs. Therefore, it is recommended that the budget is not added to this year.

### DCC Highways – proposed budget £0

This budget line was created to set aside funds for necessary highway works above and beyond statutory requirements. This budget had not been used in the previous three financial years and was therefore utilised for the QPJ celebrations to avoid adding to the precept. It is recommended that it is not added to again this year due to pressures/priorities from other budget lines.

### Christmas Town Decorations – proposed budget £15,000

This budget line is used for the annual Christmas window competition, the cherry picker and Christmas tree in the Market Place, as well as the installation and addition of lights in Woodhouse Gardens. It also includes the installation and removal of the 21 column lights throughout the town centre and installation and maintenance of the small Christmas trees by a contractor. It is recommended to include £15,000 for annual costs and further improvements (e.g. crib scene, replacements lights, repairs/works to street lights).

### Tourism – proposed budget £0

Funds have previously been committed for the Out & About booklet and £250 for interpretation boards at Langton Road and Marsh & Ham car park. This budget line also covers the cost of the summer holiday event in Woodhouse Gardens, a Christmas entertainer event, Christmas and Summer promotion advert/printing, the Coach Driver's Club yearbook submission and the printing of the yearly calendar. Although we are looking to take on the printing of the Out & About booklet, it is recommended that nothing is added to the current balance.

### Twinning – proposed budget £0

This budget has only incurred minor expenditure since 2012/2013, for example the Mayor's calendar sent to the twin towns, along with a Christmas card. Therefore, it is suggested that nothing is added to the current balance again this year.

### Town Improvements – proposed budget £0

The emptying of the dog bins at Elizabeth Road is charged to this budget line. This budget line always incurs unexpected expenditure as well.

### New Benches – £0

Due to the high number of benches installed in the last few years, it is not recommended to add to this budget line.

### Queen's Platinum Jubilee – delete budget line

Councillors may wish to add a plaque to the QPJ memorial bench at the Marsh & Ham in memory of HM Queen Elizabeth II.

### Contingency – £0

It is not recommended to add to this budget line. Any remaining balance at the end of the financial year will roll over into the 23-24 financial year.

This would give a total budget of £15,000 for T&GP Earmarked Reserves, which is an increase compared to last year.

### **T&GP Capital Projects**

#### **Railway Arches – Recommended budget £500**

The works to the Arches are complete, with the installation of a new staircase, interpretation boards and fencing. This budget line will need building up should the Town Council wish to retain the lease, and therefore the responsibility for ongoing surveys and maintenance on this structure. The RFO has recommended that this now be moved out of the capital project to the T&GP Earmarked Reserve. This was agreed last year but not actioned prior to the RFO's absence. It should therefore be listed again as an action for the interim finance officer to carry out. If moved to Earmarked Reserves, it will obviously increase that overall budget.

#### **Churchyard and Wall/Town Pump – Current balance £52,964.49 – Recommended budget £0**

A survey has been carried out on the churchyard wall and quotes are being sought to carry out the recommended works. The restoration works to the Town Pump have been completed. The current balance is considered to be sufficient for the required works and any unforeseen maintenance works.

#### **1175 CCTV New Equipment – Current balance £12,161.40 – Recommended budget £0**

The town centre CCTV equipment was updated in July 2018 and Councillors did agree the installation of two further cameras, which has yet to be done. Officers explored the option of linking in with the CCTV system in Dorchester, but due to the Town Council's cameras this is not possible. Funds should be built up for the future replacement of cameras, however there is a healthy current balance.

No comments or request from the public were received from the budget consultation at the Community Expo on 17<sup>th</sup> September 2022.

Linda Scott-Giles  
Town Clerk  
8<sup>th</sup> November 2022