



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 28th 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
21st 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 Council, 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 Council 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 Council.

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
 - 1.1 Libby Lloyd – TREADS
 - 1.2 John Earley – Milton Abbas Emily Faulkner Trust
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 17th October 2022](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report (paper to follow)

8. Recommendations and Receipt of Minutes
 - 8.1 Recreation & Amenities Committee Meeting held on Monday 14th November 2022
 - 8.1.1 Recommendations (none)
 - 8.1.2 [To Receive the Minutes](#)
 - 8.2 Town & General Purposes Committee Meeting held on Monday 21st November 2022
 - 8.2.1 Recommendations (none)
 - 8.2.2 To Receive the Minutes (to follow)
9. To receive an update and consider any requests from the:
 - 9.1 Neighbourhood Plan Monitoring Group – Blandford +
 - 9.1.1 [To consider expenditure authority for the B+ consultants to proceed with the modification review project](#)
 - 9.2 BFTC Commemoration Group
 - 9.3 Climate Change & Biodiversity (notes distributed to Councillors on 2/11/22)
 - 9.4 Dorset Council Grant to support the Market Area Enhancement Project
10. To receive an update on the Town Council Plan (distributed separately)
11. [To consider responding to the Dorset Council Libraries Consultation](#)
12. [To consider responding to the Parliamentary Constituency Boundary Review](#)
13. 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)

DATES OF FUTURE MEETINGS

5 th December	Planning Meeting
12 th December	Finance & Staffing Committee 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 Clerk's Report and Correspondence

Remembrance Wash-Up Meeting – As usual, a wash-up meeting has been arranged following the event for Wednesday 23rd November with the Town Council, RBL, Garrison in attendance and feedback sought from the church and band. The Town Clerk will be putting the following points forward for discussion:

Hymn outside – Abide with Me was added this year, propose changing it to I Vow to Thee My Country and asking someone to lead the singing at the west end of the Market Place.

Invitations – There will be a link for invitees to complete an electronic form next year, seeking responses for wreath laying (directing them to the RBL for purchases), outdoor parade, church service (due to high numbers not attending the church service and leaving pews empty near the front).

RSVPs – We will add to the form that if we don't hear back, we assume no attendance and they will not be added to the wreath laying list of reserved a seat in church.

Layout – The Town Clerk will work with other parties to manage the layout for next year because this still needs major improvement.

Overall, the event went well, had record attendance and the sound system worked. SSAFA did not receive many donations, compared to previous years so the Town Council has offered a donation of £50.

Community Fridge – A meeting was held with volunteers on Friday 4th November to review usage and introduce new measures to benefit all involved. New signage has been printed for Ukrainian and Polish visitors and a queuing system is now in place. Chocolate treats have been purchased from House of Sarunds to distribute to visitors during the month of December and a lunch has been arranged for volunteers to thank them for their efforts.

Woodhouse Gardens Lights – The contractor is due to install the lighting scheme on 1st December and the gardens will be lit between 4:30pm and 9pm every day during the festive season apart from Christmas Day, Boxing Day and New Year's Day.

Back Pay – All staff will receive the back pay between 1st April to 31st October within their November salaries. Leavers (of which we have had three in April, June and September) have also been paid without them contacting us to request the payment.

Mayor's Christmas Card – The card has been chosen by the Mayor, Cllr Colin Stevens and is currently being printed locally.

Neighbourhood Plan – The office has been receiving numerous objections from property owners to inclusion on the non-designated heritage list and responses have been sent to them, as well as Bryanston residents. The Regulation 14 consultation for the modification review starts on Wednesday 30th November 2022 and closes on 30th January 2022. Work has therefore been taking place in the office to create an online survey, poster, social media posts, to arrange public facing consultations supported by the monitoring group and compile all the documentation in hard copy and on the website, along with the list of consultees ready for the launch.

To consider expenditure authority for the B+ consultants to proceed with the modification review project

Background

The Blandford+ Neighbourhood Plan (B+NP) was made in June 2021.

The Made Plan contains policies and allocations to meet its identified housing requirement and therefore the presumption in favour of sustainable development does not apply in the Blandford + area. This protection only applies for two years from the date the plan was made and is therefore in place until 22nd June 2023, providing Dorset Council (DC) can demonstrate at least a 3-year supply of deliverable housing sites – currently 5 although this is being challenged – and its housing delivery was at least 45% of that required – currently 69%.

Developer interest in the Blandford + area remains high. The main purpose of pursuing modifications to the Made Plan is therefore to secure the benefit of the provisions of §14 of the NPPF after 22 June 2023.

At the Town Council meeting held on 25th April 2022, Councillors made the following resolution:

The Town Council agrees to proceed with the Modifications Project and Option 1 and to fund its portion of the modification project of £18,228 + VAT, if the grant application is not successful. If the grant application is successful, the expenditure of £1806 + VAT is approved (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Fortunately, the grant application was successful, reducing the cost to the three councils involved in the modification of the B+ Neighbourhood Plan. The Committee Clerk has also applied for a further grant application to the value of £5,750 and the grant will only cover £550 + VAT per day of the consultant's costs. The Neighbourhood Plan consultants have provided an update on the position, as follows (including detailed project plan overleaf):

They are due to bill 13 x days @ £650 + VAT = £8,450 + VAT.

£5,775 + VAT will be paid by the grant so £8,450 - £5,775 = £2,675

Therefore, leaving a shortfall of **£2,675 + VAT**.

The Town and Parish Councils will therefore need to cover this shortfall. As per the Memorandum of Understanding, the Town Council pays for 84% of the total cost. Its share is therefore £2,247 + VAT.

Recommendation

Councillors are asked to consider authorising BFTC's portion of expenditure of £4,851 for continuation of the modification project if the grant application is not successful. If the grant is successful, the cost will be reduced to £2,247 + VAT.

Julie Wigg
Committee Clerk
4th November 2022

Linda Scott-Giles
Town Clerk

Blandford + Neighbourhood Plan Modification: Quotation

I set out below our revised scope of works and fee, based on the requirements to take your Neighbourhood Plan Modification through to its Submission. This scope is based on our standard service offer to neighbourhood planning support tailored to fit your revised project needs.

Scope of Work

The project is at a stage which requires the completion of evidence reports for the publication of the Modification Proposal. At this stage the preparation of additional evidence reports to inform specific requirements in relation to local heritage assets, health provision and community facilities have been identified and the scope has been revised to make provision for these matters (M2.01). We have also advised you to apply to Locality for the technical support package on preparing a design code and have made some provision to help you manage that process (M2.11). The stage is completed with any necessary amendments being made to the Modification Proposal (M2.08) and the Modification Statement (M2.09). We will advise on the final policy wording and supporting text and prepare the policy maps (M2.11). Once the evidence reports have been completed, reviewed and informed the Modification Proposal and Statement, these documents will be ready for publication. We have also made provision to help you prepare for the Regulation 14 consultation (M2.04).

The consultation comprises a statutory minimum six-week period which we have agreed to extend (M3.01). You will log all the representations made during the consultation period (M3.02). We will analyse the representations you send us (M3.03) from the statutory consultees, landowners and developers and you will analyse the representations made by local people and organisations. We will make recommendations to you based on our analysis for if and how the final version of the Plan should be modified to reflect comments made. We normally attend the Group meeting to consider these recommendations (M3.04).

Stage 3: Submission

The stage ends with the completion of the submission documentation (M4.01 and M4.02). We then focus on preparing the Basic Conditions Statement (M4.03) and your team prepares the Consultation Statement (M4.04). The final documents are then approved (M4.06) by the Councils for submission to Dorset Council (M4.07).

Strategic Environmental Assessment and Habitats Regulations Assessment

We have already provided some support in overseeing this process. Dorset Council are expected to confirm by the 14th November that your plan does not require a Strategic Environmental Assessment. Instead, a Draft SA/SEA Addendum to accompany the Modification Proposal and Statement during the Regulation 14 consultation will be prepared. This will demonstrate how the modifications to the Made Plan will contribute to the achievement of sustainable development. Due to the time sensitive nature of the project, we have made provision to prepare this on your behalf, as shown in the Project Plan (M5.02 and M5.03).

Examination

We are very often retained by clients to assist them with the examination process. It normally entails analysing responses made during the (Regulation 16) pre-examination publicity period and advising clients on addressing any queries raised by the examiner. For all this work, we can propose a separate quotation.

Fee Proposal

The scope of works assumed above requires a remainder of **17 person days**. The grant aided day rate is £550 + VAT. You have confirmed that you have already used £12,200 of the £18,000 grant entitlement. Therefore, 10.5 person days, totalling **£5,775 + VAT** can be met by the remaining grant entitlement. The Councils will have to underwrite the remaining 6.5 person days required to complete the work.

Based on the work in the agreed scope we anticipate that we will complete the remaining days of work by the end of February 2023.

Blandford + Neighbourhood Plan Review: Project Plan

18-Mar-22

	Action	Who	Days		A
			OH		
R2.01	Pre Sub: follow up actions	TG/OH	12.0		4.0
R2.02	Pre Sub: SG review	SG/OH	1.5		X
R2.03	Pre Sub: draft policy ideas	SG/OH	2.0		
R2.04	Pre Sub: SG review	SG/OH	0.5		
R2.05	Pre Sub: informal consultations	SG	-		
R2.06	Pre Sub: SG review of consultations	SG/OH	0.5		
R2.07	Pre Sub: draft review Plan	SG/OH	3.0		
R2.08	Pre Sub: draft Modification Statement	OH	2.0		
R2.09	Pre Sub: SG review final drafts	SG	-		
R2.10	Pre Sub: final document production inc Policies Maps	OH	2.0		
R2.11	Pre Sub: Councils approval	T/PCs	-		
R3.01	Reg 14: consultation period	-	-		
R3.02	Reg 14: log reps on schedule	SG	-		
R3.03	Reg 14: review and summary note	OH	1.5		
R3.04	Reg 14: SG review	SG/OH	0.5		
R4.01	Sub Plan: draft final review Plan	SG/OH	1.0		
R4.02	Sub Plan: modify Modifications Statement	OH	0.5		
R4.03	Sub Plan: draft Basic Conditions Statement	OH	3.0		
R4.04	Sub Plan: draft Consultation Statement	SG	-		
R4.05	Sub Plan: SG review	SG	-		
R4.06	Sub Plan: Councils approval	T/PCs	-		
R4.07	Sub Plan: Submission to DC	TC	-		
R5.01	SEA/HRA: contractor management	OH	4.0		
R6.01	Examination support - timetable TBC with DC	OH	TBC		
			34.0		4.0

Blandford + Neighbourhood Plan Modification: Project Plan

18.10.22

Action	Who	OH Days		2022												2023					
		Days	Actual	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	
M1.01	Project Scoping: Session	SG/OH	1.0	1.0																	
M1.02	Project Review: Session Paper/Action Plan	SG/OH	3.0	3.0																	
M1.03	Project Review: SG review Action Plan	SG	-	-																	
M1.04	Project Review: Councils approval	T/PCs	-	-																	
M1.05	Project inception meeting	SG/OH	0.5	0.5			0.5														
M2.01	Pre Sub: task group support	TG/OH	7.0	5.0				1.5	2.0	1.5			2								
M2.02	Pre Sub: SG support	SG/OH	3.0	3.0			1.0	1.0	1.0												
M2.03	Pre Sub: new/updated evidence	N/A	N/A																		
M2.04	Pre Sub: engagement content	SG/OH	2.0	1.0										1.0							
M2.05	Pre Sub: SG review	SG/OH	0.5	0.5					0.5												
M2.06	Pre Sub: informal engagement activities	SG	-	-																	
M2.07	Pre Sub: SG review of consultations	SG/OH	0.5	0.5					0.5												
M2.08	Pre Sub: draft Modification Proposal	SG/OH	3.0	1.5					1.5			1.5									
M2.09	Pre Sub: draft Modification Statement	OH	2.0	1.0					1.0			1.0									
M2.10	Pre Sub: SG review of final docs	SG	-	-								X									
M2.11	Pre Sub: final document production inc Policies Maps	OH	2.0									2.0									
M2.12	Pre Sub: Councils approval	T/PCs	-	-								X									
M3.01	Reg 14: consultation period	-	-	-																	
M3.02	Reg 14: log reps on schedule	SG	-	-																	
M3.03	Reg 14: review and summary note	OH	1.5										1.5								
M3.04	Reg 14: SG review	SG/OH	0.5										0.5								
M4.01	Sub Plan: draft final Modified Plan	SG/OH	1.0																		
M4.02	Sub Plan: modify Modifications Statement	OH	0.5																		
M4.03	Sub Plan: draft Basic Conditions Statement	OH	3.0																		
M4.04	Sub Plan: draft Consultation Statement	SG	-	-																	
M4.05	Sub Plan: SG review	SG	-	-																	
M4.06	Sub Plan: Councils approval	T/PCs	-	-																X	
M4.07	Sub Plan: Submission to DC	TC	-	-																X	
M5.01	SEA: confirm scope	OH/DC	0.5	0.5					0.5												
M5.02	SEA: draft addendum	OH	2.0							2.0											
M5.03	SEA: final addendum	OH	1.0											1.0							
M6.01	HRA: screening	OH	0.5	0.5					0.5												
M7.01	Examination support - timetable TBC with DC	OH	TBC	TBC																	
			35.0	18.0																	
					0.0	0.0	0.5	2.5	3.0	4.0	4.0	2.0	7.5	0.0	2.0	5.5	0.0	0.0	0.0	0.0	0.0

To consider responding to the Dorset Council Libraries Consultation

The Chief Executive of Dorset Council, Matt Prosser has written the following:

On 29 September, Dorset Council [launched the second phase of public consultation](#) to inform how we develop and deliver our library service in the future, the campaign is called [Let's Talk Libraries](#).

The first phase of consultation was designed to be a conversation with our communities to better understand what they need from the service, now and in the future - we received an overwhelming response. We listened to views shared and have developed a draft Dorset Council Library Strategy, with the mission: To Inspire, Connect and Enable our communities through our services.

Now in the second phase of consultation, we are asking our communities for their views on the draft strategy, to help us prioritise and explore what delivery could look like in our communities.

Following the same approach as phase one, we have a dedicated [partner survey available](#). As part of the consultation we are looking for ways we can continue to join up and complement delivery of shared priorities across services and sectors, utilising libraries to maximise our reach and impact in communities and would value your thoughts.

Councillors are asked to consider forming a working group with delegated authority to respond to the consultation.

Linda Scott-Giles

Town Clerk

18th November 2022