



# 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 13<sup>th</sup> March 2023 at 7.00pm** 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  
6<sup>th</sup> March 2023

## **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 21<sup>st</sup> November 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](#)

7. Dorset Council Highways Matters
  - 7.1 [To consider a request regarding parking issues on Oakfield Street](#)
  - 7.2 [To receive a report on Dorset Council's 20mph policy](#)
8. Review of Town & General Purposes budgets
  - 8.1 [Analytical Review of Revenue Budget to 28<sup>th</sup> February 2022](#)
  - 8.2 [Review of Earmarked Reserves to 28<sup>th</sup> February 2022](#)
  - 8.3 [Reserve Accounts to 28<sup>th</sup> February 2022](#)
9. [To consider producing a calendar for 2024 with proceeds going to the Mayor's charities](#)
10. Christmas Decorations
  - 10.1 [To consider expenditure authority for the lighting up of Woodhouse Gardens for the month of December](#)
  - 10.2 [To consider options for the crib scene on the churchyard](#)
11. [To consider confirming the remaining free parking day](#)
12. [To consider taking on the production of the Out & About Blandford guide from the Information Centre](#)

## **DATES OF FUTURE MEETINGS**

20 <sup>th</sup> March	Finance & Staffing Committee Meeting
25 <sup>th</sup> March	Community Expo
27 <sup>th</sup> March	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



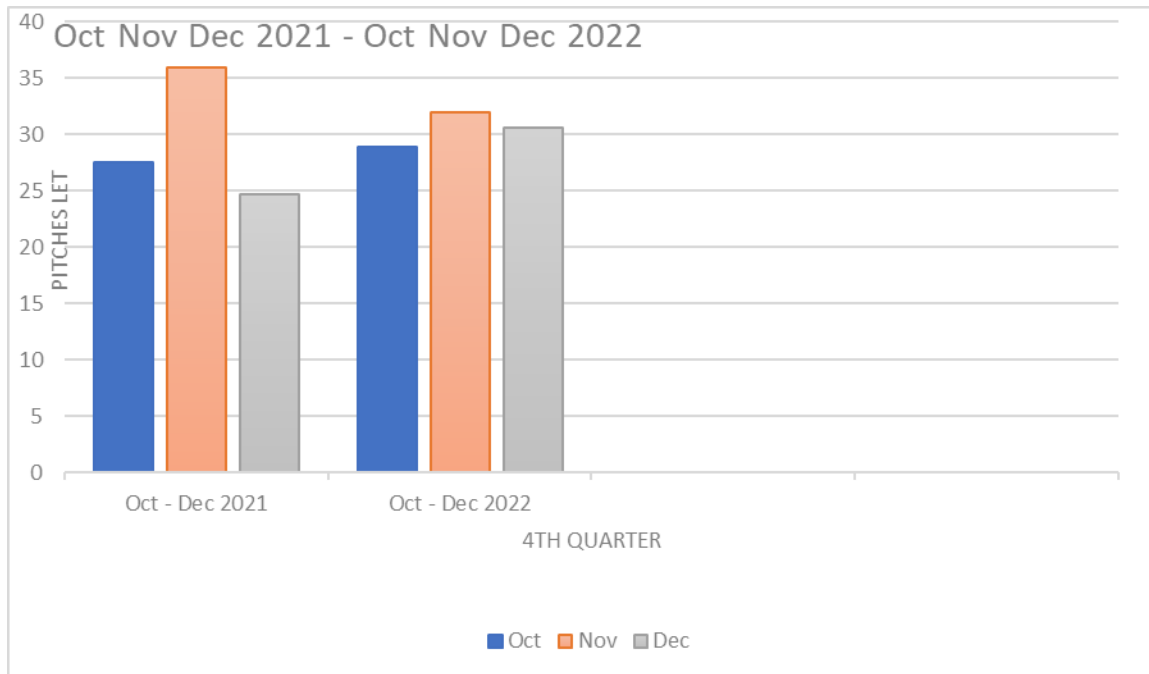
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[www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)

## Market Manager

Overall, the market continues to flourish, and Saturday is improving. Our bookings and enquiries continue to increase.

The winter rate is now in place for the street traders. Enquiries and Saturday booking numbers are continuing to improve.

### Average Weekly Pitches Let



Overall, the markets have increased in this quarter showing an increase in October and December with a slight fall in November.

### **Indoor Market**

The Figures for the Indoor Market continue to suffer due to underlying health conditions of traders and some losing interest due to the possibility of the Corn Exchange being closed for renovations. I have told them all that we don't yet have an exact date for the works to begin I continue to follow up new enquiries without delay.

I am looking into the possibility of using another venue for the Indoor Market on Thursdays on a temporary basis while the Corn Exchange works are carried out. This is in order to keep our existing traders so that trade can resume when the Corn Exchange is finished.

### **Farmers & Makers Market**

The monthly Farmers & Makers Market will operate from March until November this year on the last Sunday of the month. The dates will be as follows: 26<sup>th</sup> March, 23<sup>rd</sup> April, 28<sup>th</sup> May, 25<sup>th</sup> June, 23<sup>rd</sup> July, 27<sup>th</sup> August, 24<sup>th</sup> September, 22<sup>nd</sup> October and finally 26<sup>th</sup> November.

We will continue to put out cones with signs asking people not to park on the Market Place from 06:00 – 16:00 on the following Sunday. These markets will continue to use the area between Scrivens Opticians and the Corn Exchange.

I attended the NABMA (National Association of British Market Authorities) on 27<sup>th</sup> & 28<sup>th</sup> October. This concentrated, in the main, on the rebuilding of markets and attracting the traders of the future. It is important that we try to attract young traders. Those under 30 can enter a national competition, run by the National Association of Market Traders, and if successful they have a chance to trade at national events and take part in a special market in Stratford upon Avon, which only caters for traders under 30 years old. The Winner of this competition gets publicity for their business and their market. They also win membership to the NMTF and free support from them for a year. NABMA continue to provide invaluable advice and legal support to us.

I will attend the “National Market Traders Federation” annual conference in April which will concentrate primarily on the problem of recruiting young traders and the support that the NMTF can give to market operators. They are currently working on a regional database which we should be able to access via them.

Dorset Council continues not to charge us for the parking when we have to cancel the Street Market.

Blandford Forum Market continues to compare well to other markets in terms of percentage occupancy.

Andy Reynolds  
Market Manager  
1<sup>st</sup> March 2023

## Oakfield Street Parking

The following correspondence was received in December 2022:

*Dear Sir/Madam*

*On your website you invite local Blandford town residents to notify you of 'local issues/problems'.*

*I therefore write to report my serious concern relating to inconsiderate and often obstructive parking in Oakfield Street, and Alexandra Street leading into Oakfield Street, particularly at the lower end of Oakfield Street leading onto Damory Street.*

- 1. My primary concern is the resultant difficulty emergency vehicles will experience should they require swift access in, for example, the event of a residential fire or a medical emergency. At worst this could lead to a loss of life and this is a constant cause of concern for us and other Oakfield Street residents.*

*Access/exit difficulties are regularly experienced by the weekly refuse collection lorries and this is unacceptable.*

- **To address this problem, I request serious consideration be given to restricting parking on the lower end of Oakfield Street to only one side of the road (vehicles currently park on both sides making it difficult and sometimes impossible for even a regular car to pass).***
- 2. My second concern relates to parking in general on Oakfield Street. The 'free for all' parking is regularly erratic and obstructive which again causes access/exit problems. As there is very little free parking near the town centre, especially since the introduction of a cycle lane in Damory Street, Oakfield Street is used by many non-residents and shoppers as convenient free parking. The DCC car park on the opposite side of Oakfield Street is rarely full and often virtually empty.*
- **To address this problem, I request consideration be given to introducing a permit system for Oakfield Street giving priority to Oakfield Street residents. (I have spoken with several neighbours who would welcome a permit system as this would reduce the current problems of inconsiderate and often obstructive parking and enable emergency vehicles to gain access at all times.)***

*I respectfully request the above parking problems in Oakfield Street are given due consideration and addressed as soon as possible before the obstructive parking causes a local tragedy.*

*Thank you in advance.*

*Yours faithfully*

*Tony Markus  
Professor A F Markus, FRCS FDSRCS FDSRCPS FFDRCSI*

### **Recommendation**

It is recommended that the Committee considers supporting the requests and refers the matter to the Highways authority for consideration.

## Dorset Council 20mph Policy Criteria

The new Dorset Council policy reads as follows:

- A. they are in towns or villages there is a depth of residential and cycle movement or there is potential for high levels of pedestrian and cycle movement if a 20mph scheme was introduced; **\*they should not be on roads where the movement of motor vehicles is the primary function** (\*clarification is being sought as the primary function of the majority of roads is for motor vehicles).
- B. where existing mean speeds provide a realistic opportunity for compliance: DfT guidance states that 20mph schemes should be self-enforcing. If the mean speed is already at or below 24mph, introducing a 20mph speed limit through signing alone is likely to lead to general compliance with the new speed limit. Means speeds above 24mph are likely to require additional traffic management or enforcement measures.
- C. there is significant community support; in assessing community support, the local Ward Member and town/parish councils should consider residents views to best ensure that there is broad consensus.

Examples of how this can be achieved are:

- ✓ Community meetings documenting a majority for the 20mph
- ✓ Community surveys and 12 months speed watch to gather data
- ✓ Petition

Dorset Council has allocated £75k funding for the highest priority schemes which will be identified using their scoring matrix. This funding is unlikely to meet demand and therefore the policy also includes guidance on community funded schemes.

There have been difficulties with verifying the damage only and near miss collisions:

- The \*under reporting of collisions has always been a fact and even if incidents are reported to Dorset Police there is presently no requirement to report them to Dorset Council - DfT guidance only requires injury collisions to be reported to Highways authorities.
- Policy allows the TC/PC to provide evidence of damage only/near miss collisions, but they are given a low weighting value because of the verification difficulties.  
\*The Road Safety Partnership is now reviewing whether Dorset Police can provide these details.

*\*Further confirmation received 20.2.23 - 'Just a quick note to say thank you for your feedback in relation to the difficulty with reporting near miss collisions. I can advise that I have arranged for the website to be changed to better reflect the near miss element. The new wording can be viewed at [Road Safety - Dorset Council](#).'*

Julie Wigg  
Committee Clerk  
8.2.2023

## Analytical Review of Revenue Budget to 28<sup>th</sup> February 2022

N/L code		2022/23			Budget Variance	
		Annual Budget	Budget to date	Actual to Date		
<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	280	(786)	
5050	CCTV Electric	152	89	151	62	Electric supply for CCTV to Jan 23
5060	Grit Bin - Re-fill	544	317	173	(144)	
5600	Street Market - Advertising	500	292	300	8	Printed bags
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	130	59	Telephone top ups
5605	Street Market - DCC Parking Charges	11,616	6,776	10,639	3,863	DCC Quarterly Income Loss
5606	Street Markets - Rates	1,978	1,154	1,684	530	
5607	Street Market -Printing & Stationery	0	0	0	0	
6200	Planters (Planting & Signs)	5,075	2,960	5,762	2,801	Summer Bedding Planters+Repl Sleeper Planters
6630	Toilets ( Tabernacle)- Cleaning	508	296	0	(296)	
6635	Toilets ( Tabernacle)- Big/Ground	206	120	206	86	Parasol, switch repairs
6641	Toilets (Tabernacle) -Electric	288	168	253	85	Apr - Jan Electric
6642	Toilets (Tabernacle) -Equip Maint	51	30	133	104	Garden gazebo
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	7,460	2,238	Apr - Jan toilet cleaning
6655	Toilets - (M & H )- Building Maint	1,218	711	701	(9)	Clear blockage in toilets, electrical works inc EICR
6656	TIC - Building Maint	508	296	156	(140)	Roof repairs
6657	Toilets - (M & H ) - Rates	0	0	0	0	
6660	Toilets- (M & H ) - Electricity	2,030	1,184	953	(231)	Apr - Jan Electric
6661	Toilets - (M & H ) Water	2,030	1,184	1,048	(136)	
	<b>Total Costs</b>	<b>39,341</b>	<b>22,949</b>	<b>30,029</b>	<b>7,081</b>	
	SEE OVER FOR INCOME					
<b>INCOME</b>						
2900	Markets - Street Rent	14,210	8,289	14,430	6,141	Rent up to 28th February 2023
2810	Shambles / Craft Market Rent	3,959	2,309	3,905	1,595	Rent up to 28th February 2023
2820	Indoor Market Rent	4,568	2,665	3,751	1,086	Rent up to 28th February 2023
3500	Toilet Income (M & H)	0	0	0	0	
3550	Tabernacle - Toilets	0	0	0	0	
3850	T & GP Income	0	0	2,760	2,760	Sponsorship of Milldown tree planting
3900	Planter Sponsorship	711	415	1,047	632	
	<b>Total Income</b>	<b>23,448</b>	<b>13,678</b>	<b>25,892</b>	<b>12,214</b>	
	<b>NET COST / (INCOME)</b>	<b>15,893</b>	<b>9,271</b>	<b>4,137</b>	<b>(5,134)</b>	

## Review of Earmarked Reserves to 28<sup>th</sup> February 2022

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			0	10,044	9,958	0	86	0
1025	Christmas Town Decorations*	1,294	10,000	1	10,000.00	11,294	16,560	0	-5,266	15,000
1030	Tourism	4,300			0	4,300	350	0	3,950	0
1035	Twinning	1,303			0	1,303	0	0	1,303	0
1040	Town Improvements	12,683			0	12,683	493	0	12,190	0
1042	New Benches	2,634			0	2,634	0	0	2,634	0
1043	Queen's Platinum Jubilee Weekend**	1,035	8,000	2 3	0	9,035	10,062	0	-1,027	0
1135	Railway Arches								3,626	500
1045	Contingency***	1,000			0	1,000	92	0	908	0
		<b>37,576</b>	<b>18,000</b>		<b>10,000</b>	<b>55,576</b>	<b>37,514</b>	<b>0</b>	<b>21,687</b>	<b>15,500</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



## Reserve Accounts to 28<sup>th</sup> February 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	147,989.53	
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>400,651.37</b>
	Earmarked Accounts			
10510-10540	Recreation & Amenities Funds B/Heights	R & A	805,514.14	
1020-1045&1135	Town & General Purposes Committee	T & GP	20,778.79	
1060-1096	Recreation & Amenities Funds Other	R & A	117,032.83	
				<b>943,325.76</b>
	Other Earmarked Accounts			
1001	Earmarked Interest	F & S	4,363.39	
1002	Property Fund Dividend	F & S	38,425.60	
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	1,375.93	
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	239,399.72	
				<b>522,558.99</b>
	Capital Projects			
1104	Corn Exchange S106 Funds	T/C	83,177.06	
1105	Corn Exchange	T/C	439,952.08	
1110	Corn Exchange Promotions Group	T/C	2,907.73	
1115	Corn Exchange Project Development	T/C	108,928.83	
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	117,379.97	
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	
1175	CCTV / ANPR - New Equipment	T & GP	14,161.40	
				<b>949799.88</b>
				<b>2,816,336.00</b> Total Reserves

## To consider producing a calendar for 2024 for the Mayor's charities

For the past few years, the Town Council produced and sold calendars with proceeds going to the Mayor's charities. This has been well received and residents have submitted photos to be included in the calendars.

The calendars are sold for £5 each and feature a series of photos of the area. As this is a simple way of raising money for the Mayor's charities and engages residents it is suggested to produce these again for 2023. The Mayor and the Mayor's Charities should assist officers to sell the calendars, who sell them in the office and at Town Council events (if applicable).

The previous years' themes have included historic buildings, wildlife and aerial photos of Blandford Forum and photos submitted by under 18s only. Once the theme is confirmed, we will advertise this via our social media channels for residents to submit photos for inclusion.

Cllr Osborne suggested considering using the calendar to promote the Blandford section of the White Hart Link following a request from Jan Wardell (Project Officer) for help. Pat Patrick has already taken over 200 photos of this section so these could be used for the calendar if no other themes are suggested.

Two quotes were sought from local printers. Company A and B have produced calendars for the Town Council previously. We have only sought quotes for the production of 100 calendars as we don't tend to sell 200. This year – 2022/23 – 100 calendars were purchased and 90 were sold.

### Company A:

- 28 page A4 landscape booklet style
- full colour print
- on 170g Silk
- one drill hole at the foot

### Company B:

- A4 landscape, 28 pages, full colour throughout
- Wire stitched with a single drill hole at the foot
- 300g cover and 150g-170g inner pages

### **Financial Implications**

100 calendars = £500 (less VAT) income

#### Company A:

100 calendars – Cost £225 + VAT, Profit £191.67

#### Company B:

100 calendars – Cost £176 + VAT, Profit £240.67

### **Recommendation**

Councillors are requested to consider if they would like to produce a calendar and suggest a theme and if so, which company they would like to engage, taking funds from budget line 1030 Tourism (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Julie Wigg  
Committee Clerk  
March 2023

## **To consider expenditure authority for the lighting up of Woodhouse Gardens for the month of December**

### **Introduction**

For the last three years, Councillors resolved to 'light up' Woodhouse Gardens for the month of December and feedback received has been very positive. This is reflected in social media activity and verbal feedback received by both the caretakers and the contractor.

The structure and layout of the gardens provide the ideal environment for creating an enchantingly festive atmosphere for residents of all ages to enjoy free of charge. Using a mixture of colourwash and fairy lights, the gardens are transformed into a magical space each evening as the light fades. The contractor has added to the display in the past and in 2022 the Town Council introduced an inflatable snowman and Santa.

### **Additional Information**

The gardens are illuminated between 4pm and 9pm every day apart from Christmas Day, Boxing Day and New Year's Day. The gates are then locked in order to secure equipment, and in consideration of neighbouring residents.

### **Financial Implications**

The cost to light up the gardens was included in the T&GP Earmarked Reserves for the forthcoming financial year, although the quotation has decreased this year. It includes a discount of £283.31 and is shown at [Appendix A](#).

### **Recommendations**

It is recommended that Councillors approve the proposal to light up Woodhouse Gardens for the month of December at a cost of £2,364.37 + VAT using budget line 1025 Christmas Town Decorations (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Linda Scott-Giles  
Town Clerk  
6<sup>th</sup> March 2023

Qty	Item	Unit	Discount	Line Total
<b>Lighting</b>				
40	Fairy Lights 5m Warm White WHITE IP65, 40 LEDs per string, white cable, connectable	£14.00	15.00%	£476.00
10	Fairy Lights 5m Warm White BLACK IP65, 40 LEDs per string, black cable, connectable	£14.00	15.00%	£119.00
4	Chauvet Colordash Par H7IP Seven 10w RGBAW+UV LEDs, IP65, 5pin DMX, Powercon TRUE1 in/out	£44.00	15.00%	£149.60
3	Accessory   16A T - Powercon TRUE1 1.5m	£0.00	15.00%	£0.00
1	Accessory   16A - Powercon TRUE1 2m	£0.00	15.00%	£0.00
				<b>Lighting   £744.60</b>
<b>Pavilion Icicles</b>				
3	Icicle Fairy Lights 5m Warm White WHITE IP65, 120 LEDs per string, white cable, connectable	£20.00	15.00%	£51.00
1	Fairy Lights Mains Plug 2m WHITE	£2.40	15.00%	£2.04
				<b>Pavilion Icicles   £53.04</b>
<b>Tree Wraps x3</b>				
10	Fairy Lights 10m Warm White Flash Bulb, BLACK IP65, 80 LEDs per string, black cable, connectable	£24.00	15.00%	£204.00
2	Fairy Lights 10m RGB BLACK IP65, 80 LEDs per string, black cable, connectable	£24.00	15.00%	£40.80
2	Fairy Lights 2-Way Y Connector WHITE	£2.00	15.00%	£3.40
2	Fairy Lights 3-Way Connector WHITE	£3.00	15.00%	£5.10
2	Fairy Light 5 Port Ring Connector	£2.40	15.00%	£4.08
<b>Tree Wraps x3   £262.48</b>				
<b>Cables: Adaptors</b>				
3	13A - 16A 1m 1.5mm H07RN-F black rubber cable with black connectors	£5.84	15.00%	£14.89
3	16A 2-way Splitter IP44, all black connector	£7.60	15.00%	£19.38
4	16A - Powercon TRUE1 2m	£6.72	15.00%	£22.85
4	Fairy Lights Mains Plug 2m - TRUE1	£2.40	15.00%	£8.16
				<b>Cables: Adaptors   £65.28</b>
<b>Cables: Extensions</b>				
1	16A 20m IP44, 2.5mm H07RN-F black rubber cable with black connectors	£15.32	15.00%	£13.02
3	16A 10m IP44, 2.5mm H07RN-F black rubber cable with black connectors	£10.24	15.00%	£26.11
2	16A 5m IP44, 2.5mm H07RN-F black rubber cable with black connectors	£9.20	15.00%	£15.64
2	16A 3m IP44, 2.5mm H07RN-F black rubber cable with black connectors	£7.12	15.00%	£12.10
				<b>Cables: Extensions   £66.87</b>
<b>Stands &amp; Rigging</b>				
55	Shepherds Hook: 1.2m	£0.80	15.00%	£37.40
1	Truss - Copper Hammer	£0.00	15.00%	£0.00
				<b>Stands &amp; Rigging   £37.40</b>
<b>Site &amp; Access</b>				
7	Adam Hall 3 Channel Cable Ramp	£60.00	15.00%	£357.00
1	Zarges Skymaster Ladder - 3x 8 Rungs Three section 8 rung ladder, max working height 6.2m	£12.00	15.00%	£10.20
1	Zarges Skymaster Ladder - 3x 6 Rungs Three section 6 rung ladder, max working height 4.5m	£10.00	15.00%	£8.50
				<b>Site &amp; Access   £375.70</b>
<b>Sales</b>				
3	300mm x 4.6mm Black Cable Ties (100 Pack)	£4.00		£12.00
				<b>Sales   £12.00</b>
<b>Transport</b>				
1	Van Delivery: 9 miles   Fri 1 Dec 2023	£13.50		£13.50
1	Van Collection: 9 miles   Tue 2 Jan 2024	£13.50		£13.50
				<b>Transport   £27.00</b>
<b>Crew</b>				
3	Technician: 8 Hours   Fri 1 Dec 2023 For setup / pack down or operation of equipment	£160.00		£480.00
3	Technician: 4 Hours   Tue 2 Jan 2024 For setup / pack down or operation of equipment	£80.00		£240.00
				<b>Crew   £720.00</b>
<hr/>				
Hire charges	£1,605.37	Discount Total		£283.31
Sale charges	£12.00	Subtotal		£2,364.37
Service charges	£747.00	VAT Total		£472.87
Surcharges	£0.00	Grand Total		£2,837.24

## 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 were 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



At the meeting held on 21<sup>st</sup> November 2022, it was PROPOSED by Cllr Mieville, SECONDED by Cllr Cross and AGREED unanimously that

**The Committee awaits the church's response before discussing further.**

### **Recommendation**

As there has been no response from the Church it is recommended that this item is no longer under consideration.

Julie Wigg  
Committee Clerk  
March 2023

**To consider confirming the remaining free parking day**

To date, the free parking dates for 2023 have been agreed with Dorset Council as follows:

- Coronation Weekend – Sunday 7<sup>th</sup> May and Monday 8<sup>th</sup> May 2023
- Small Business Saturday – 2<sup>nd</sup> December 2023
- Christmas Shopping – Friday 22<sup>nd</sup> December 2023

The Committee had agreed that the final days will be decided at a later date. Hence, this item will continue to be added to the agenda.

The Skatfest is scheduled for Sunday 20<sup>th</sup> August 2023 and in 2022 Dorset Council provided free use of the car park to ensure safety for the event. However, we do not yet know if the machines will be installed by then so it is worth considering this date (despite that car park not being within the parish).

Julie Wigg  
Committee Clerk  
March 2023

## **To consider taking on the production of the Out & About Blandford guide from the Information Centre**

### **Background**

In the past, the Out & About Guide was designed, produced and distributed by the Information Centre, but they no longer have the capacity to produce this publication. Due to several changes in the town, it needs re-design and production to assist visitors to Blandford Forum and a meeting has been held between the Information Centre and Town Council officers to discuss its current status.

### **Further information**

- The Forum Focus is contributing £1,500 towards this project after winding down their accounts.
- In the past, the Town Council has contributed £600 a year for the publication (when produced) using the Tourism budget.
- Around Guides currently has the back issues to provide quotes for design and printing. He also can approach businesses for sponsorship for advertising.
- Places to Go has quoted for leaflet distribution as follows: *I think the key will be to build a campaign with the right locations and types, that works for you and in my opinion with 8,000 copies we would need to be selective or else they would go quite fast. As an example of cost, to distribute anything up to 10,000 guides, the cost would be £295.00 + VAT. Obviously the more guides available means we would be able to increase the scope, but this of course increases the cost. Just to give some food for thought, to distribute 20,000 guides would cost £560.00 + VAT.*
- Pat Patrick has kindly agreed his photos of Blandford Forum can be used in the publication.

### **Recommendation**

It is recommended that the Town Council takes on the Out & About project and the Committee agrees any associated funding once all the figures are received.

10<sup>th</sup> October 2022 meeting – it was agreed that:

**The Committee agrees in principle to take on the Out & About project and the Committee will consider any associated funding once all the figures are received, along with the amount of officer time involved.**

### **Update**

We have since met with, and received the following from, The Around Guides:

*After having the meeting, we would be happy to take over the setting up, printing and selling of the advertising spaces for the Blandford Out and About as well as part distribution being door to door.*

*We would like to have the distributors continuing doing their normal route at the same deal as before (free half page advert).*

*Blandford Forum out and About specification - Proposal*

*Size : DL Portrait (210mm x 99mm)  
Stock : Magno Silk 90gsm (FSC Mix Credit)  
Process : 4 Colour Process x 2 sides  
Pages : 36 pages - 48 pages  
Binding : Saddle Stitched  
Quantity : Min 8000 - Max 15000*

*In regard to the editorial & pictures, which we understand you would provide and we can support, could the images be supplied as a high res PDF and editorial being supplied as a word or text file,*

*As you can imagine print pricing at the moment is quite difficult to do for next year due to increases of paper cost - with more increases coming before and after Christmas, we are looking to make the guide self-sustaining but any contribution would be much appreciated, such as towards the distribution door to door, which we understand you may have up to £600 to help with that cost, please advise.*

*Sorry if things seem a little vague but as I am sure you can understand much will depend on advertisers support as the guide builds – so we have some flexibility on final page numbers.*

*Please be assured we have completed many town guides over the years so do have some considerable experience and would aim to make sure you were happy with the final result.*

I spoke to The Around Guide to see if there were any further cost updates, and they said it was hard to gauge a final cost until they had an idea of what revenue would come from businesses that would like to sponsor the guide. He has asked that I supply some ideas of businesses to approach and agreed they also have good relationships with local businesses that already advertise in the Around Guide monthly. In terms of officer time, with handing the sponsorship, design and printing duties to them, there would be little officer time involved as my role would be to liaise only between them and ourselves for sign off.

**It is therefore recommended that the Committee supports this project and takes on the administration of it from the Information Centre, working with the Around Guide publishers.**

Kathryn Clark  
Business Support Officer  
2<sup>nd</sup> March 2023