



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 27th 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
20th 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 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
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 20th February 2023](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report (to follow)
8. Recommendations and Receipt of Minutes
 - 8.1 Town & General Purposes Committee Meeting held on Monday 13th March 2023
 - 8.1.1 Recommendations
 - 8.1.2 [To RECEIVE the Minutes](#)

8.2 Finance & Staffing Committee Meeting held on Monday 20th March 2023

8.2.1 Recommendations

8.2.2 To RECEIVE the Minutes (to follow)

9. To consider responding to Dorset Council's consultation on the loading bays
10. To retrospectively approve expenditure for Fire Risk / Strategy Advice for the Corn Exchange project
11. Review of Asset Register
12. To consider the archive of the Mayoral Scroll
13. To receive an update and consider any requests from the:
 - 13.1 Neighbourhood Plan Working Group – Blandford +
 - 13.2 BFTC Commemoration Group
 - 13.3 Climate Change & Biodiversity
 - 13.4 Dorset Council Grant to support the Market Area Enhancement Project
 - 13.5 King's Coronation Working Group
 - 13.5.1 To receive an update on the planned events
14. 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)
 - 14.1 Blandford Mortain Twinning Association
15. Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

 - 15.1 To consider a nomination for Freeman of Blandford Forum (Stage 1) (papers distributed to Councillors on 9th and 17th March 2023 by email)

DATES OF FUTURE MEETINGS

3 rd April	Planning Meeting
10 th April	Easter Monday
17 th April	Annual Town Assembly at 6.00pm followed by Town Council Meeting
24 th April	Planning 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

The High Sheriff of Dorset 2023-24 – Subject to protocol, the High Sheriff of Dorset during the Shrieval year 2023-24 will be Colin Weston MBE JP who is due to take office on the 26th March 2023 for one year. At events, the High Sheriff of Dorset takes precedence after His Majesty's Lord-Lieutenant. However, by convention, the High Sheriff can be expected to cede precedence at a civic event to the host Mayor or Council Chairman. The High Sheriff should be met on arrival by the host or escorted to the host without delay.

Remembrance – The road closure application has been submitted for this year's Remembrance Sunday parade. The same contractors as last year have been approached for their services this November with regards to the road closure and the sound system.

Armed Forces Expo – Following on from the Armed Forces Covenant event at the Tank Museum, the Town Clerk has met separately with DC's Kevin Moore, Cllr Stevens and the Legion's Terry Clarkson to discuss the possibility of an Armed Forces Day focussed Expo on 24th June 2023 in the Corn Exchange. As the RBL Blandford & District Branch chairman, Terry Clarkson has spoken with a number of groups to determine their support which has been positive. The event aims to encourage people to join the armed forces, and to raise awareness of support and opportunities for those serving and to veterans. Kevin Moore would also like the Town Council to reaffirm the signing of the Armed Forces Covenant (originally signed at a distance in June 2021). In addition, Terry Clarkson has discussed the proposed day with his committee, and they are planning to hold an AFD flag raising at Legion House at about 09:30am and then march down Church Lane with a piper and standards to the front of the Corn Exchange for 10:00am and the official opening. The piper would then play for a while outside to attract attention to the event.

Corn Exchange Planning Application – Dorset Council's planning department has written to the architect with regards to P/LBC/2022/06710 and P/FUL/2022/06707, as follows:

In order to allow for the receipt of the comments, of Conservation Officers, of the Council, on the proposed works, and for the processing of the applications would you be happy to agree to an extension of the target dates, for the determination of the applications, to 28/04/2023?

The architect has agreed to the extension.

National Lottery Funding – The application for £2,260 to help cover costs for the community lunch, crafts, entertainment and publicity has been approved by National Lottery Awards for All funding.

New Orienteering Course – This is opening at The Milldown at 11am on Saturday 1st April and Councillors are welcome to attend. The course is a blend of rural and urban with open grassland where birds of prey and other wildlife may be seen. The course is laid with small plaques with letter codes at various points. Using a Maprun6 app or a waterproof map, you can walk or run the course with the aim of gaining maximum points from as many plaques as possible. Maps can be downloaded and printed from the Wimborne Orienteers website or borrowed from Blandford Forum library or Tourist Information Centre. More information about the Milldown orienteering course is available by visiting www.wimborne-orienteers.org.uk/.

To consider responding to Dorset Council's consultation on the loading bays

As part of the experimental order process, Dorset Council is seeking feedback on a regular basis to collate information about the impact of the experimental order currently in place. The notice is attached at [Appendix A](#).

The information submitted will help Dorset Council determine if the experimental loading bays currently in place on Salisbury Street and the Market Place are successful in alleviating the issues that were originally expressed by local businesses and councillors around loading and unloading, and whether any amendments need to be made.

Councillors are asked to respond to the following five questions and provide any relevant feedback you may have received.

1. Are the experimental loading bays ensuring Salisbury Street and Market Place are clear of delivery vehicles that would have historically conflicted with pedestrians?
2. Has the experimental loading bays enabled a safer environment for pedestrians?
3. Have you received any information that, the experimental loading bays has led to parking issues in the surrounding area? (such as blue badge holders parking in other areas)
4. Has the restriction contributed to enabling a greener, cleaner environment?
5. To date has the experimental loading bays had a positive or negative impact on local businesses?

Councillors will be aware that this is the second time council is considering these questions. In November 2022, Councillors agreed with the Market Manager's feedback, which was subsequently submitted to Dorset Council.

The Market Manager witnesses a great deal of activity in the Market Place twice a week and has provided his views below.


Drivers are still parking in the loading bays and delivery vehicles are having to park on double yellow lines to unload. There also seems to be an opinion that they can be used by Blue badge holders who often use them. When the bays are free they are still well used by appropriate vehicles.

Councillors are asked if they wish to provide any further feedback to Dorset Council.

Linda Scott-Giles
Town Clerk
20th March 2023



Public Notice

dorsetcouncil.gov.uk/trafficregulationorders •  @TravelDorset

THE DORSET COUNCIL (WAITING, LOADING, STOPPING AND PARKING PLACES) (MAP BASED) (SALISBURY STREET AND MARKET PLACE, BLANDFORD) (EXPERIMENTAL NO. 3) ORDER 2022

NOTICE IS HEREBY GIVEN that the Council of Dorset has made the above-mentioned Order under the Road Traffic Regulation Act 1984 as amended: Relevant exemptions will apply where appropriate and as necessary in accordance with the provisions of the Order.

The Order will come into operation on the 28th October 2022 on an experimental basis. The effect of the order will be to introduce two loading bays:

- one on Salisbury Street, just after the pedestrian crossing
- one on Market Place, outside WHSmith.

The reasons for proceeding by way of experimental order is to assess the effects of the changes before Dorset Council consider whether the provisions of the experimental traffic order shall continue in force indefinitely.

The order shall cease to have effect 18 months after it comes into operation or when a further order to reproduce and continue in force indefinitely the provisions of this experimental order is made, whichever is earliest.

Full details of this Order and a statement of the Council's reasons for proposing to make the Order can be found online at www.dorsetcouncil.gov.uk/trafficregulationorders, paper copies may be viewed at:-

Dorset Council, County Hall, Colliton Park, Dorchester, Dorset DT1 1XJ by appointment only. Contact Regulation-TRO@dorsetcc.gov.uk or telephone 01305 221000 and ask for the Traffic Regulation Team for booking details or if you require more information.

Should you wish to make any observations on this proposal (whether you support or object) you can submit these on the website or in writing to Traffic Regulation Order Team, Dorset Council, Colliton Park, Dorchester, Dorset DT1 1XJ by 1st May 2023. Any objections must specify the grounds on which they are made. Letters will be made available for public inspection.

Date: 20th October 2022
John Sellgren
Executive Director of Place

To retrospectively approve expenditure for Fire Risk / Strategy Advice for the Corn Exchange project

At the last Corn Exchange meeting, the architect advised of a requirement for the proposed plans for the Town Hall / Corn Exchange project.

Of the six firms approached for a quotation, two declined to quote owing to workload, and only three have responded. Two of these are local companies; one we currently use for Fire Risk Assessments and the other company has been offering its services to the Operations Manager.

1. Company A came back with a proposal that is very heavily caveated in scope, allows for one visit only and the total is £11,500+VAT.
2. Company B's proposal was very limited in what it said / proposed and due to uncertainty proposed to start with a fee of £300 in the first instance.
3. Company C's proposal is from an ex-employee of Dorset Fire and Rescue and the architect proposed engaging them on a limited role of up to 20 hours not to be exceeded, which equates to £1700 + VAT.

A purchase order was sent to Company C and the architect is arranging to meet them on site when he is here for the opening up on 4th April 2023. The opening up involves small areas in each room to assist the structural engineers.

It is recommended that Councillors retrospectively approve the expenditure for the fire risk assessment for the Corn Exchange of £1,700 + VAT using funds from the Corn Exchange budget line (1105) (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Linda Scott-Giles
Town Clerk
20th March 2023

Review of Asset Register

The full asset register is too large to distribute, however a summary sheet will be emailed to Councillors this week.

The full asset register has a breakdown for each location and can be obtained from the Town Clerk.

Various members of staff updated the files last year and the Mace Bearer was also involved by carrying out a full audit of the Town's Silver.

The register was approved at the March 2022 F&S meeting, then amended and approved at the June 2022 F&S meeting. Councillors will recall that this resulted in restating the asset figure on the AGAR.

It is recommended that the Town Council approves the Asset Register.

Linda Scott-Giles
Town Clerk
17th March 2023

To consider the archive of the Mayoral Scroll

In 2043, the Mayoral Scroll will be 200 years old. It was unrolled a few months ago by staff and an image was taken of each entry dating back to 1843.

Following a visit to the Dorset History Centre, and seeing the difference in climate conditions there, the Town Clerk discussed archiving the scroll on its 200th anniversary with the Mayor. A note has been put with the scroll, to suggest this to future Mayors/officers and recommend they take a photo of each entry, continuing the work we have recently carried out.


The scroll is currently wrapped in a cloth in the fire safe and there are damp proof measures in place, however the staff can see the impact the moisture within the safe is having on the documents.



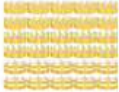


This report is therefore presented to Councillors to consider if they wish to recommend to the future council to archive the scroll on its 200th anniversary or if it should be archived after the Mayor Making ceremony this year.

That would then mark the 180th anniversary of the scroll and the end of a council term. It is also a year when we will be decanting the building and carrying out a major archive exercise.

The new scroll would therefore be started in May 2024.

Linda Scott-Giles
Town Clerk
21st March 2023

HM KING CHARLES III - CORONATION EVENTS - 5-8 TH MAY 2023				
DATE	EVENT	VENUE	DETAILS	ACTIONS
February / March 2023	School involvement with designs for decorations	Corn Exchange / banners for barriers	<ul style="list-style-type: none"> As per Jubilee events (when paper plates decorated the Corn Exchange, designed by children across the local schools) 	<ul style="list-style-type: none"> Staff approached school network via Spetisbury Head Andrew Brown with details and deadline of Friday 3rd March to receive no. of schools/pupils Each child at participating school to receive a bunting flag to design (pictured but in white) £228 spent on 1,900 flags Delivered to schools on 2/3/23 with a deadline of 21st April to enable time to decorate the hall 
	Dedicated page on the website	Town Council website	<ul style="list-style-type: none"> Include all events, as well as other groups 	<ul style="list-style-type: none"> Done – keep updated https://blandfordforum-tc.gov.uk/the-coronation-of-his-majesty-the-king
	Page submission	Around Blandford Guide	<ul style="list-style-type: none"> Meet deadline in March to submit details to Around Blandford Guide April edition 	<ul style="list-style-type: none"> Double page submitted for March deadline April deadline is too late, although worth including summary of events
	Business Newsletter	Town Centre	<ul style="list-style-type: none"> Create a newsletter covering both window competition and Spot the Oddity with deadline of 31st March to enter the latter 	<ul style="list-style-type: none"> Staff have distributed the newsletter and advertised on Facebook
	Window Competition		<ul style="list-style-type: none"> As per Christmas and QPJ 	<ul style="list-style-type: none"> Council authority sought for expenditure approval Staff to create newsletter for all shops/businesses in town centre, with Spot the Oddity opportunity on the reverse Judging panel is Mayor, Chair of T&GP and youth advisor from TBS (need to arrange a time and place to meet)
	Spot the Oddity		<ul style="list-style-type: none"> As per QPJ 	<ul style="list-style-type: none"> Invite shops to participate – deadline of 31st March to enter Invite public to participate between 29th April and 8th May Free coronation pen with every £1 purchase of a quiz sheet Prize money to be distributed to winners (working group to confirm at end of event depending on number of entries – use some of the funds to pay for pens)
Schools	Email distribution	<ul style="list-style-type: none"> Emailed flyer to Andrew Brown asking him to distribute to all school network and send on to parents 	<ul style="list-style-type: none"> Flyer 	
Banner	Town-wide	<ul style="list-style-type: none"> Advertising all events 5th – 8th May 2023 	<ul style="list-style-type: none"> Staff to set up, print, display 	
Friday 5 th May 2023	King's Concert – Proms Night	Corn Exchange	<ul style="list-style-type: none"> Doors 7pm Starts 7:30pm Ends at 9:30pm-10pm Free entry Tickets available online or office Traditional Proms Night Mayor's Charity run bar / kitchen Raffle / tombola (5 x teddies to be part of the raffle prizes) 	<ul style="list-style-type: none"> BSVB and DRMS confirmed. Meeting scheduled for 17th March 2023 to discuss set. Then confirm if sound engineer is required. Create ticketsource event for link, Facebook event, posters (four tickets per family) Risk assessment Discuss with caretakers Staff and cllrs to coordinate on the evening (Sarah working) Decorate Corn Exchange with bunting and slide show of King for TV screen Liaise with Sam James as the compere for the evening Colin to get prizes for the draw. Staff to produce a programme and possibility of sponsorship.
Saturday 6 th May 2023 National event	Coronation of HM King Charles III	n/a	Televised	n/a

<p>Sunday 7th May 2023 Applied for A4A funding</p>  <p>(Photos from Queen's 90th birthday celebrations)</p>	<p>Coronation Big Community Lunch Event</p> <p><i>Neighbours and communities across the United Kingdom are invited to share food and fun together at Coronation Big Lunches on Sunday 7th May 2023, in a nationwide act of celebration and friendship. From a cup of tea with a neighbour to a street party, a Coronation Big Lunch brings the celebrations to your neighbourhood and is a great way to get to know your community a little better.</i></p>	<p>Corn Exchange and market area</p>  <p>(Photos from Queen's 90th birthday celebrations)</p>	<ul style="list-style-type: none"> • Doors at 12pm • Ends at 5pm • Community event inside the Corn Exchange • Encourage people to bring a picnic but provide free food 12pm-2pm • Layout hall with 2-3 long rows with seating • Suggested activities arranged for the day are: <ul style="list-style-type: none"> ▪ Music that people can sing along to (subject to what is happening outside) – maybe easier to just have recorded music? ▪ Fancy dress competition 2pm-3pm ▪ Crafts for children ▪ Royal themed quiz 	<ul style="list-style-type: none"> • Emailed Dorset Council re free parking days • Risk assessment • Advertise event on social media, posters, Around Blandford guide, paid promotion. • Requires staffing for set up and coordination throughout the day (Linda, Sarah and Kat). • Bethelbridge has agreed to run the kitchen (cream teas, sandwiches, etc.) • Morrisons are happy to support the community lunch with a donation of food. • Invite In Jolly Good Company group, WI, residential homes, etc. • Purchased craft items (pictured) – need more glue, pens, paints, etc. • Already have Union Flag bunting, cups, bowls, plates, straws in cupboard over stairs. • Purchase Union flags (have plenty for Friday evening, but check numbers) • Purchased logo'd merchandise (see below) for all entrants to receive a gift and the winners to receive a bigger prize. • Register event at https://coronation.gov.uk/share-event/ • Sarah has approached supermarkets for free food and caterer is booked for sandwiches, cream teas and quiches! Funding secured from National Lottery to cover costs. • Sara and Barrie have been invited to manage the fancy dress and judge the competition with the Mayor awarding prizes – awaiting a response  
<p>Other Related Events:</p>	<p>Live Music Event</p>	<p>Outdoors (town centre or Arches or Marsh & Ham)</p>	<ul style="list-style-type: none"> • Food stalls • Stage for live music • Toilets • Barriers • Road closure / CSAS qualified marshalls required for directing traffic • Market Place/town centre to be closed to traffic 	<ul style="list-style-type: none"> • To be organised by the Yuletide Festival Committee • Notify SAG at Dorset Council • Register event at https://coronation.gov.uk/share-event/ • St John Ambulance booked • Group to have use of Shambles and Town Hall • Require 100 x plastic chairs from Tabernacle toilet and round tables from the hall (guys to put in Shambles on the Friday)
<p>Fair / Fairground rides</p>	<p>National event – Coronation Concert</p>	<p>Crown Meadows</p> <p>Windsor Castle</p>	<p>n/a</p> <p>Televised</p>	<p>Clir Stevens to arrange</p> <p>n/a</p>
<p>Monday 8th May 2023</p> 	<p>The Big Help Out https://thebighelpout.org.uk/</p>	<p>Corn Exchange</p>	<ul style="list-style-type: none"> • Bank Holiday • Free parking • Expo-style event with a focus on volunteering in line with the theme from Buckingham Palace – The Big Help Out • Doors at 9am for stallholders • Event starts at 10am • Event ends at 1pm • Town Silver display – Blandford Booty • Mayor's Charity to run the kitchen 	<ul style="list-style-type: none"> • Emailed Dorset Council re free parking days. • Approached 36 organisations to ask if they would like a table to promote their organisation and aim to recruit volunteers. Rotary, Community Fridge, DAG, BOG, Blandford Cares and Fashion Museum have confirmed. • Register the event here: https://bighelpout.typeform.com/Fornonprofits?typeform-source=thebighelpout.org.uk • Promote event as above • Julie, Linda and Sarah working across the two locations.
	<p>Treasure Hunt</p>	<p>Woodhouse Gardens</p>	<ul style="list-style-type: none"> • As per QPJ treasure hunt • Free to enter • Gift pack for entrants shown below • Event starts at 10am • Event ends at 1pm 	<ul style="list-style-type: none"> • Nothing in the pavilion as entrants directed to the Corn Exchange to receive their prize, to encourage people into the venue. • Require posters to direct to Corn Exchange • Woodhouse Gardens booked all day (regular hirer cancelled due to Bank Holiday). • Julie, Linda and Sarah working across the two locations

Other Related Events:	Town Museum Volunteering Drive	Town Museum	Coffee and cakes, a white elephant stall and a show and tell stall for coronation souvenirs, as well as telling the public about the myriad of opportunities to volunteer at the museum	<ul style="list-style-type: none"> • Include in publicity for The Big Help Out
	Clean-Up Blandford Campaign Litter Pick	Town Centre	Organised by Yvonne and Hugo Mieville	<ul style="list-style-type: none"> • Include in publicity for The Big Help Out

Spot the Oddity – a £1 charge for the quiz sheet and receive a free **Coronation pen (coronation logo will be in colour)**



Recycled plastic x 300 - £180 + VAT

Fancy Dress & Treasure Hunt – every entrant to receive a pack with a sticker, badge, wildflower seeds and message from the Town Council with Coronation logo (plus a pen if some left from Spot the Oddity, which is anticipated), using local printers. Fancy dress winners to also receive a tote bag with teddy bear (shown below).

Recycled Paper Envelopes printed x 200 - £35 + VAT



Badges recycled plastic (37mm diameter) x 200 - £299 + VAT



Stickers x 200 - 37mm diameter £10, 51mm diameter £15



Purchased **wildflower seed and brown sachet seed envelopes.**

Tote Bag – printed on one side in one colour would be – 100 - £300 + VAT



Bears – fancy dress prize for winners, to be added to bag with fancy dress entrant prize
Under 50 = £5.54 +vat £6.65



King's Coronation William Teddy – The William teddy bear comes with a red ribbon around the bear's neck! The costs include full colour logo/text front and back.

All products are eco, reusable and supplied by local companies in line with our climate change and biodiversity action plan and King Charles' views.