



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 17th April 2023 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
10th April 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 27th March 2023](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report (to follow)
8. Recommendations and Receipt of Minutes
None

9. [To consider a request from the Town Museum to increase the funding for the Service Level Agreement](#)
10. [To consider expenditure for CCTV and ANPR equipment](#)
11. [To retrospectively approve expenditure for the required 'opening- up' investigations in the Town Hall/Corn Exchange complex](#)
12. To receive an update and consider any requests from the:
 - 12.1 Neighbourhood Plan Working Group – Blandford +
 - 12.2 BFTC Commemoration Group
 - 12.3 Climate Change & Biodiversity
 - 12.4 Dorset Council Grant to support the Market Area Enhancement Project
 - 12.5 The King's Coronation Working Group (update distributed to Councillors)
 - 12.5.1 [To retrospectively approve expenditure for two replacement benches for the front of the Town Hall](#)
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)
14. 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.

 - 14.1 To consider nominations to present a certificate of appreciation to members of the community (sent to councillors separately)

There is a Barnes for a Recreation Trust meeting to follow this meeting.

DATES OF FUTURE MEETINGS

24 th April	Planning
2 nd May	Bank Holiday
9 th May	Annual Meeting of the Town Council (followed by Town Council meeting)

Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and at www.blandfordforum-tc.gov.uk

Twinned with Preetz, Germany



Town Clerk's Office
Church Lane, Blandford Forum
Dorset DT11 7AD



Twinned with Mortain, France



Tel: 01258 454500 • Fax: 01258 454432
Email: admin@blandfordforum-tc.gov.uk
www.blandfordforum-tc.gov.uk

Town Clerk's Report

Review of Remit and Terms of the Finance & Staffing Committee – The action from the Town Council meeting to review the Finance & Staffing Committee remit and the financial regulations has been deferred to the statutory annual meeting when the remit and regulations are already part of the agenda. This will therefore save on duplication.

Help & Kindness Event – The Community Fridge has been sent a Personal Invitation to the Feeding Dorset event on 25th April 2023 from 9:30am to 1:30pm at the Corn Exchange in Dorchester. Sally Winship is a volunteer for the Blandford Community Fridge and has agreed to represent the Fridge.

Play Area App – Due to spiralling costs for set-up costs and logistical issues, the introduction of the play area app has been put on hold. To tackle the paper/storage issue in the meantime, the H&S sheets will still be distributed to staff and completed, but once the forms are completed the Operations Manager will scan/file them and dispose of the paper copy.

New Groundsman – The recently appointed groundsman, Tom Clarke started on 11th April 2023.

20 Years – A certificate will be presented to Gary Ayriss on 14th April 2023 to mark his 20 years of working for the Town Council. Gary has worked hard for the council and we are grateful for his knowledge and expertise, particularly at the cemetery.

Letters from ABW – A number of letters have been received from the primary school and Councillors have been sent them all. They are asked to let the Town Clerk know of any points they would like included in the replies, which will be sent in due course. They will all be sent the litter picking dates.

Free CPR/AED Demonstrations – Cllr Quayle put resident, Iain Green – who is also a registered paramedic – in touch with the Town Clerk as he was offering free CPR and defibrillator sessions. The Town Clerk has discussed the matter with Cllr L Hitchings, due to his background knowledge/experience, and the Business Support Officer has set up the first session for later this month in the Corn Exchange.

Wyatt Homes – The Planning Director has emailed with a brief update on progress with the North East Blandford planning application. *'We have been working amendments to the planning application to address the comments from the Council's planning, landscape and urban design officers. The changes that have been made include: a reduction in building heights and number of homes; reconfiguration of the phase 1 layout (around the entrance and along the southern edge); additional strategic landscaping and tree belts; change to the location of play areas; provision of further detail on character areas. We will be submitting the updated plans and associated reports to Dorset Council this week and would welcome the opportunity to come and meet with representatives of the Town Council again to explain the changes.'* The Town Clerk has responded offering 24th April prior to the Planning meeting, and asked for WH to send the plans in the meantime.

Meeting with Blanchards Bailey – A meeting has been held between the Town Clerk and the council's solicitor regarding the land north of the bypass and the rugby club lease.

Lloyd's PCO Pay – A bank charge of £8 for the new salary payment method has been refunded to the Town Council as this was not agreed as part of the new method.

Travelodge – Councillors have now seen the letter the Mayor received from Travelodge and the Town Clerk has responded by email. A response is awaited and will be shared with Councillors in due course.

To consider a request from the Town Museum to increase the funding for the Service Level Agreement

The Finance & Staffing Committee considered a request from the Town Museum for an increase in the financial support the Town Council provides via the Service Level Agreement, which runs from April 2022 to March 2025. This was deferred to the Town Council meeting and the Town Museum was asked for additional information. Several documents have been emailed to Councillors on 4th April 2023 for consideration. In addition, Dr Hixson Andrews has agreed to attend the Town Assembly on 17th April at 6pm, to speak about the Museum's future plans.

This agenda item will then give Councillors the opportunity to consider the request to increase the Town Council's financial contribution.

Linda Scott-Giles
Town Clerk
4th April 2023



Blandford Forum Museum, Heritage and Arts Trust
Bere's Yard, The Market Place, Blandford Forum, Dorset, DT11 7HQ
Charity Reg No. 1190608
Phone: 01258 450388 or 01258 458911
Email: contact@blandfordtownmuseum.org.uk
Website: blandfordtownmuseum.org.uk

SLA Request
24 January 2023

Many years ago, the Blandford Forum Town Council agreed to provide a Service Level Agreement of £2000 to Blandford Museum on the proviso that we supplied requested statistics, worked with schools, and most importantly, established a Free Entry policy for access to the museum and the collections. Free Entry was central to the agreement.

We agreed to this and have never looked back because our visitor numbers skyrocketed from about 1000 to over 6000 in the first year. We feel that increasing visitor numbers is crucial and our commitment to our Free Entry policy is as strong as ever.

Since then, we have taken an ever-increasing community role, which has brought in our **Museum Garden** and **Archaeology Groups**, and this year the Blandford and District Civic Society have become the **Museum Civic Group** and Blandford War on Waste and the Clean Up Blandford Campaign have joined us forming an encompassing **Environmental Group**.

Our commitment to supporting these local community groups that share common interests with us and helping them to grow does not come without additional expenses. We provide insurance, both on site and off, basic funding when needed, advertising, and access to all the museum facilities.

For this reason, we would like to request an increase in our SLA funding from £2000 to £2500 a year. We realize this might better have been brought up before the last agreement was signed, but at that time two of the groups had not talked with us about coming in under the museum umbrella.

We would like to ask the Council to consider it now, if possible.

Sincerely,

Handwritten signatures of Sylvia Hixson Andrews and Joy Reynolds.

Sylvia Hixson Andrews, Director
Joy Reynolds, Chairman



Caring for the past, informing the future
"Making the prehistory, history, cultural and artistic life of our community accessible to all, enriching the lives of residents, visitors and generations to come."

To consider expenditure for CCTV and ANPR equipment

CCTV

The Town Clerk attended a meeting with five representatives from the Police on Tuesday 21st March 2023 to discuss the CCTV system. In addition to the new locations, which are being progressed, the police would like to have fixed cameras introduced to the existing four locations to increase coverage.

A quotation has been obtained to add the fixed cameras at the existing dome locations, which will cost £2,840.00 + VAT for the four cameras, all the parts and labour.

It is recommended that Councillors approve the expenditure for the addition of four fixed cameras at £2,840 + VAT using funds from the CCTV budget line (1175) (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

ANPR

In addition, the ANPR Technical Trainer, Alliance Roads Policing for the Dorset Police, has been in touch to advised that the cameras are needing to be updated to 4G before June as 3G activity will be closing. The original contractor is looking into this for the police in the hope that we can just add routers to the cameras with the 4G sim card for them to be changed. Costs are awaited and will hopefully be received prior to the meeting.

Linda Scott-Giles
Town Clerk
4th April 2023

To retrospectively approve expenditure for the required 'opening-up' investigations in the Town Hall/Corn Exchange complex

A provisional costing for the opening up investigations in the Town Hall/Corn Exchange complex was received by a contractor and provided by the architect, as follows:

- 2 x skilled tradesman 4 days @ £292.50/day
- 4 hours supervision @ £35/hr
- Scaffold hire and small tool hire £250
- All plus 15% and VAT

This comes to a total of £2,780 costs + 15% OHP = £3,197 +VAT

Due to timescales and availability, this was approved and the work took place on 31st March, 3rd-4th April 2023.

It is recommended that Councillors retrospectively approve the expenditure for the Corn Exchange of up to £3,197 + 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
4th April 2023

To retrospectively approve expenditure for two replacement benches for the front of the Town Hall

The working group was keen to introduce a commemorative seat for the Coronation, in keeping with the Town Council's tradition of marking jubilees and commemorating major events. However, a suitable location could not be found. An email was then received from a resident, suggesting a company in Hampshire for a Coronation bench (shown below).



A discussion was held with the grounds/caretaking team and it was agreed that the two 2.4m benches outside the Town Hall needed replacing and one has been patch repaired many times. Due to the location requiring two benches, the working group considered a matching bench to commemorate the demise of HM Queen Elizabeth II and highlight her reign being Britain's longest reigning monarch. This coincides with a recent discussion with the Operations Manager about the need for shorter/lighter benches to address the manual handling issue of transporting the benches in and out of the Shambles every day. The new benches measure 1.8m instead of 2.4m, which will help to address this issue.

Ordering the benches at the time of writing the report means they should be delivered in time for the Coronation weekend.

It is recommended that Councillors retrospectively approve the expenditure of £2,561.66 + VAT for the replacement benches using funds from the Benches Accruals/Replacement budget line (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Linda Scott-Giles
Town Clerk
4th April 2023