



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
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 to be held **online** using Microsoft Teams on **Monday 8th March 2021 at 7.00pm** to consider the following items.

Linda Scott-Giles
Town Clerk
1st March 2021

A G E N D A

This meeting will be held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4th April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

Members of the public are invited to join the meeting using [Microsoft Teams](#). If, as a member of the public, you wish to speak in the Public Session, please notify the Town Clerk prior to the meeting via admin@blandfordforum-tc.gov.uk or 01258 454500.

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.

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 16th November 2020](#) (to be signed by the Chairman at the earliest opportunity)
5. Town Clerk's Report & Correspondence
6. General Updates from:

- 6.1 Blandford Business Support Group
- 6.2 Blandford Police
- 6.3 [Market Manager](#)

- 7. DC Highways
 - 7.1 [To consider a resident's request for a disabled parking space in Langton Road](#)

- 8. [To consider expenditure authority for the lighting up of Woodhouse Gardens for the month of December](#)

- 9. [To consider producing a calendar for 2022 with proceeds going to the Mayor's charities](#)

- 10. [To consider a resident's request to purchase a waste bin for Jubilee Way, at the bridge over the Trailway](#)

- 11. [To consider a resident's request to place additional litter bins at the Stour Meadows for the month of April, May and June](#)

- 12. [To reconsider the six free parking days for all Dorset Council car parks in Blandford Forum for 2021, in light of the new Dorset Council Parking Policy](#)

DATES OF FUTURE MEETINGS

15th March Finance & Staffing Committee Meeting
22nd 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.

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
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www.blandfordforum-tc.gov.uk

Market Manager

The Street Market on Thursdays has only had the fish monger since the start of the national lockdown, but Saturdays continue to improve. This week 27th February 2021, I am expecting to have 5 pitches filled. Enquiries also continue to come in by various methods. The reduced rates continue to be a great help with attracting new traders.

Following a national campaign by NABMA (National Association of Market Authorities) we will ask all our customers and traders to wear face coverings on the Street Market. This should help with consumer confidence. This is not enforceable, but we will have signage in place. I have spoken to most of the traders for all the markets and they all intend to return after this current “national lockdown” on 12th April. The café in the Corn Exchange will continue to comply with “Track & Trace” and increased signage will be used. The one-way system will continue. Track & Trace will also continue as before. We will continue to encourage social distancing.

I have had to deal with a few complaints/concerns from members of the public who have seen the Saturday market and asked us to close it. When dealing with these concerns, it was evident that those people were unaware of the rules in place. One person had only driven past and assumed that we were holding a full market and ignoring the restrictions, they were unaware of the stalls present. I have had no reply from anybody so I can only assume that their questions have been answered. We have been visited by Covid Marshals and they raised no concerns.

I have been in constant touch with NABMA and the NMTF (National Market Traders Federation) and they continue to advise us all. I have also attended numerous webinars arranged by NABMA and kept up to date with current legislation. It has also helped me to see that Blandford Forum has the same problems with markets as other towns across the UK. My plan is to reopen on 15th April 2021, unless there are any changes to legislation. There is a possibility that outdoor markets may be allowed to open a little earlier as they were following the previous lockdown.

I have noted all the days that we have not used the parking spaces so that we are not charged by the Dorset Council.

Andy Reynolds
Market Manager
25th February 2021

To consider a resident's request for a disabled parking space in Langton Road

Information

The Town Council has received the following resident request for a disabled parking space at No 2 Langton Road:

The reason for my email today is to request for a disabled parking bay, we are relocating to a new property No.2 Langton Road, Blandford within the month. The reasons for the parking bay is as follows;

- There is a limited amount of parking spaces along the road in front of property. Which has over 20 concrete steps leading up to the front door.
- At the rear of property is parking which again is very limited and has a lot of non-resident people using it along with residential.
- Distance from property to parking space front and rear.

My wife also receives the enhanced rate of personal independence payment (PIP) and the enhanced rate of Motability allowance. Therefore, she has a blue badge and a carer.

What I'm asking could there be a disabled parking space installed at the rear of property close as possible to the house reducing the walking distance for my wife failing that one at the front of property, by having a designated space only for my wife would make my wife's quality of life much easier now and for the future.

If you need any letters from her specialists or her occupational health therapist or copies of mobility information, please ask.

Further Information

The Dorset Council Highways team has been contacted for comments on this request and they have sent a website link, which provides the following information.

(<https://www.dorsetcouncil.gov.uk/parking/disabled-parking/request-an-on-street-disabled-parking-bay-in-dorset.aspx>)

Applications will only be considered from, or on behalf of, disabled persons living in a vehicle owning household (you will be required to provide a copy of the vehicle registration document), who receive one of the following qualifying allowances:

- *higher Rate Mobility Component of Disability Living Allowance*
- *enhanced Rate of the Mobility Component of Personal Independence Payment*
- *War Pensioners' Mobility Supplement (WPMS) or Armed Forces Independence Payment (AFIP)*
- *Applicants can be of any age and do not have to be a driver.*

Applicants should not have any parking provision available within the curtilage of their own property, nor the opportunity to make such provision, nor have readily available 'on or off street' parking provision within 25 metres of their property. In these situations, it is not possible to provide restrictive parking on the public highway.

The applicant has been made aware by the Assistant Town Clerk, that they will not have exclusive use of the parking bay.

Recommendation

Councillors should consider the request and decide if they wish to pass this on to the Dorset Council with a recommendation.

Sybillie Maddock, Assistant Town Clerk
9th February 2021

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

Introduction

In 2020, Councillors resolved to 'light up' Woodhouse Gardens for the month of December. Due to the national lockdown, the gardens were lit during both November and December and the contractor did not charge extra for this and feedback received was very positive.

The structure and layout of the gardens provide the ideal environment for creating an enchantingly festive atmosphere for residents of all ages to enjoy. Using a mixture of colourwash and fairy lights, the gardens could be transformed into a magical space each evening as the light fades.

The contractor from 2020 has been asked to provide a quote for the same as 2020 and a quote to include some additional features. Both quotations are shown below.

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 local residents.

Subject to restrictions, residents and visitors alike could be encouraged into the gardens by combining the illuminations with other attractions, such as an alpine bar and craft stalls or a secret 'grotto' could be created around the shed /pavilion area of the gardens to delight the younger visitors. The gardens and illuminations could be open to visitors until 9pm, when everything would be turned off and the gates locked.

Financial Implications

The cost to light up the gardens was included in the T&GP Earmarked Reserves for the forthcoming financial year.

In 2020, Councillors considered quotes varying from the selected contractor at £1,231.04 up to £9,270.

The options from last year's contractor are shown below:

Quote as per 2020

Qty	Item	Unit	Discount	Line Total
<u>Lighting</u>				
62	Fairy Lights 5m Warm White 40 LEDs per string	£12.00	15.00%	£632.40
4	Chauvet Colordash Par H7IP Seven 10w RGBAW+UV LEDs, IP65, 5pin DMX, Powercon TRUE1 in/out	£40.00	15.00%	£136.00
4	Accessory 16A T - Powercon TRUE1 1.5m	£0.00		£0.00
				Lighting £768.40
<u>Cables</u>				
2	Fairy Lights Connectable Extension 5m IP65, white cable	£2.00		£4.00
5	Fairy Lights Mains Plug 2m	£0.00		£0.00
3	13A - 16A 1m 1.5mm H07RN-F black rubber cable with black connectors	£3.60	50.00%	£5.40

1	16A 20m IP44, 2.5mm H07RN-F black rubber cable with black connectors	£11.56	50.00%	£5.78
4	16A 10m IP44, 2.5mm H07RN-F black rubber cable with black connectors	£7.68	50.00%	£15.36
2	16A 5m IP44, 2.5mm H07RN-F black rubber cable with black connectors	£5.84	50.00%	£5.84
4	16A 3m IP44, 2.5mm H07RN-F black rubber cable with black connectors	£5.08	50.00%	£10.16
4	16A 2-way Splitter IP44, all black connector	£6.32	50.00%	£12.64
7	Cable Ramp	£16.00		£112.00
				Cables £171.18
Stand				
48	Shepherds Hook: 1.2m	£0.80	50.00%	£19.20
				Stands £19.20
Transport				
	1 x 9 miles Van Delivery	£9.00		£9.00
	1 x 9 miles Van Collection	£9.00		£9.00
				Transport £18.00
Crew				
2 x 6	Hours Technician For setup / pack down or operation of equipment	£90.00		£180.00
2 x 2	Hours Technician For setup / pack down or operation of equipment	£30.00		£60.00
				Crew £240.00
				Grand Total (incl VAT) £1,460.14

Quote with additional features

Qty	Item	Unit	Discount	Line Total
<u>Lighting (As Before)</u>				
62	Fairy Lights 5m Warm White 40 LEDs per string	£12.00	15.00%	£632.40
4	Chauvet Colordash Par H7IP Seven 10w RGBAW+UV LEDs, IP65, 5pin DMX, Powercon TRUE1 in/out	£40.00	15.00%	£136.00
4	Accessory 16A T - Powercon TRUE1 1.5m	£0.00		£0.00
				Lighting £768.40
<u>Pavilion Icicles (New)</u>				
3	Icicle Fairy Lights 5m, Cool White - Black Cable IP65, 120 LEDs per string, black cable, connectable	£30.00		£90.00
1	Fairy Lights Mains Plug 2m	£0.00		£0.00
				Pavilion Icicles (New) £90.00
<u>Tree Wraps x3 (New)</u>				
12	Fairy Lights 5m Cool White 40 LEDs per string	£12.00		£144.00
3	Fairy Lights 2-Way Y Connector	£2.00		£6.00
3	Fairy Lights Connectable Extension 5m IP65, white cable	£2.00		£6.00
				Tree Wraps x3 (New) £156.00

Cables

2	Fairy Lights Connectable Extension 5m IP65, white cable	£2.00		£4.00
5	Fairy Lights Mains Plug 2m	£0.00		£0.00
3	13A - 16A 1m 1.5mm H07RN-F black rubber cable with black connectors	£3.60	50.00%	£5.40
1	16A 20m IP44, 2.5mm H07RN-F black rubber cable with black connectors	£11.56	50.00%	£5.78
4	16A 10m IP44, 2.5mm H07RN-F black rubber cable with black connectors	£7.68	50.00%	£15.36
2	16A 5m IP44, 2.5mm H07RN-F black rubber cable with black connectors	£5.84	50.00%	£5.84
4	16A 3m IP44, 2.5mm H07RN-F black rubber cable with black connectors	£5.08	50.00%	£10.16
4	16A 2-way Splitter IP44, all black connector	£6.32	50.00%	£12.64
7	Cable Ramp	£16.00		£112.00
				Cables £171.18

Stands

48	Shepherds Hook: 1.2m	£0.80	50.00%	£19.20
				Stands £19.20

Transport

1 x 9 miles Van Delivery	£9.00			£9.00
1 x 9 miles Van Collection	£9.00			£9.00
				Transport £18.00

Crew

2 x 8 Hours Technician For setup / pack down or operation of equipment	£120.00			£240.00
2 x 3 Hours Technician For setup / pack down or operation of equipment	£45.00			£90.00
				Crew £330.00

Grand Total (incl VAT) £1,863.34

Recommendation

It is recommended that Councillors approve the proposal to light up Woodhouse Gardens, with additional features, for the period of 5 weeks at a cost of £1,552.78 + VAT using budget line 1025 Christmas Town Decorations (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Linda Scott-Giles
Town Clerk
8th February 2020

To consider producing a calendar for 2022 with proceeds going to the Mayor's charities

Background

In the last few years', the Town Council produced and sold calendars with proceeds going to the Mayor's charities. This has been well received and local residents submitted photos for the calendar in 2021.

Detail of the Report

The calendars are sold for £5.00 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 2022. 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 permitted).

We have produced 100 and 200 copies previously and some years we could have sold more than 100, but when we produced 200 copies, we weren't able to sell them all. However, they went late on sale. Councillors may wish to consider the production of 150 calendars.

The suggested theme for 2021 is historic buildings / buildings of interest. We will advertise this via our social media channels for residents to submit photos for inclusion.

Three quotes were sought from local printers. Company A and B have produced calendars for the Town Council previously.

Company A:

- A4 Landscape Calendar
- Full colour throughout
- 4 page cover on 300g silk
- 24 page inner on 170g silk
- Saddle stitched & drilled at the foot

Company B:

- A4 landscape
- Two wire stitched
- Drilled at the foot
- 300g cover and 170g inner pages

Company C:

- A4 Landscape Finished Size
- 150gsm silk pages
- 250gsm silk cover
- 28 pages
- Gloss lamination front only
- Staple bound
- The differences in paper weight wouldn't be noticeable over what we currently have.

Financial Implications

100 calendars = £500 (less VAT) income

150 calendars = £750 (less VAT) income

200 calendars = £1000 (less VAT) income

Company A:

100 calendars – Cost £220 + VAT, Profit £196.67

150 calendars – Cost £330 + VAT, Profit £295.00

200 calendars – Cost £440 + VAT, Profit £393.33

Company B:

100 calendars – Cost £199 + VAT, Profit £217.67

150 calendars – Cost £290 + VAT, Profit £335.00

200 calendars – Cost £349 + VAT, Profit £484.33

Company C:

100 calendars – Cost £353.70 + VAT, Profit £62.97

150 calendars – Cost £425.49 + VAT, Profit £199.51

200 calendars – Cost £430.72 + VAT, Profit £402.61

Recommendation

It is recommended that the Committee considers if they would like to produce a calendar again and if so, how many and which company they would like to use for the production of the calendars, taking funds from budget line 1030 Tourism. (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Sybille Maddock
Assistant Town Clerk
9th February 2021

To consider a resident's request to purchase a waste bin for Jubilee Way, at the bridge over the Trailway

Background

Resident's request:

My wife and I conduct infrequent 'litter picks' along The Trailway and onto The Milldown.

We have been aware for some months of a plastic bucket behind the wall on the east side of Jubilee Way, at the bridge over The Trailway. The bucket is always overflowing with rubbish, mostly empty drinks cans. Even after removing most of the cans, it was only a matter of days before it was full to overflowing again.

I have contacted Dorset Waste Partnership requesting that the rubbish be removed, the amount being beyond our reasonable abilities. I also requested that consideration be given to the placing of a litter bin on the grass verge on the other side of the wall, in Jubilee Way proper. The need for a bin is obvious; the willingness of people to use it is evidenced by their use of the plastic bucket as a 'bin', and any new bin would be easily attended to and emptied, being right next to the road.

Dorset Waste Partnership dealt with my request very quickly. The bucket has been removed. However, it was pointed out to me that the placing of litter bins is the responsibility of the Town Council; they just empty them.

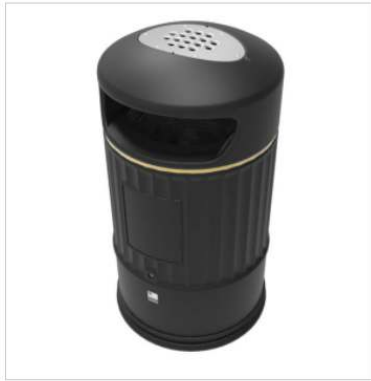
I therefore request that consideration be given to the siting of a new litter bin as above. I would point out that, although there is at least one 'dog poo bin', there is no litter bin on The Trailway between Salisbury Road and The Milldown.



Information and Cost

The bin (pictured below) is purchased by DWP and the cost is £160.08 (excl. VAT). DWP charge a £50 installation fee and collections are charged at £5.10 per collection, which can be weekly, two weekly or four weekly.

DWP have confirmed that they have no issues with a litter bin being placed at this proposed location. The current lead time for a bin to be delivered and installed is approx. 6 weeks at this time.



Classic Litter Bin

£160.08 (ex. VAT)

Our black base is made from up to 100% recycled material*, which is why it is the only option on here, other colours are available by request.

Some options for this product are not available through our online shop, please [contact us](#) directly to order.

Colour

Black



Liner Options

Choose an option

Recommendation

Councillors should consider this request and decide if they wish to purchase a litter bin at a total cost of £210.08 + VAT and if so, how often it should be emptied, using funds from budget line 1040 Town Improvements.

Sybille Maddock
Assistant Town Clerk
8th January 2021

To consider a resident's request to place additional litter bins at the Stour Meadows for the month of April, May and June

Background

Resident's request:

I anticipate a lot more litter near the river than usual in April, May and June as people meet for a picnic and drink outside while they wait to be able to go back to the pub and to each other's house. Would it be possible to get temporary tin, bottle and extra normal bins on or near the most popular bit (blue bridge) to help?

Further Information

Dorset Waste Partnership have been contacted to see if this request can be fulfilled. They have advised that at the moment they are not able to provide separate waste and recycling litter bins that are accessible to the general public. However, they would be happy to accommodate additional general bins located at agreed locations in the car park. The DWP Operations Manager would be happy to meet with a representative of the town council on site to discuss this request if councillors wish to go ahead with it.

Councillors may wish to refer this to Blandford St Mary Parish Council as this falls within their parish boundary.

Recommendation

Councillors should consider this request and decide if this should be put forward to DWP. Any purchases should be made from budget line 1040 Town Improvements.

Sybille Maddock
Assistant Town Clerk
24th February 2021

To reconsider the six free parking days for all Dorset Council car parks in Blandford Forum for 2021, in light of the new Dorset Council Parking Policy

Background

It is Dorset Council's intention to standardise and set a clear framework for Town and Parish Councils when applying for 'free' parking days'. Historically these have been used differently in each local area, leading to ongoing perceptions of inequity, and difficulty for officers in trying to make consistent and fair decisions across the county.

Councillors will recall the Dorset Council requested feedback for the updated Free Parking Policy. The Dorset Council wrote that overall, there was a lot of support for the policy, but for those who made suggestions for change the comments have been considered and the policy updated as follows.

Further Information

The new policy:

To support local economy, Dorset Council will give a total of **6 free parking days** in Dorset Council car parks each year. This is made up of the following:

- At the request of the Town or Parish Council free parking in all Dorset Council car parks for **four** days each year, for events which generate valuable footfall for that town. These four days cannot be used in December but can be used on Sundays.
- At the request of the Town or Parish Council free parking in all Dorset Council Town Centre car parks for that town on **one** weekday in December
- Free parking in all Dorset Council Town Centre car parks on **Small Business Saturday** in December

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 5 working days.

Notes:

- i. It is the decision of 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.

This policy commences from 1st March 2021.

Councillors should note that the Sunday charging will take effect from 1st April 2021.

At the Town & General Purposes Committee meeting in November 2020 the Town Council agreed to request the following days. These need to be reconsidered as we are not able to request three days during December.

Easter Saturday – 4th April (ok)

May Bank Holiday – Georgian Fayre 3rd May (ok)

Small Business Saturday – 4th December (date tbc) (ok)

One of the following days would be ok, as it is a weekday in December.

Thursday 16th December

Wednesday 22nd December

Friday 24th December

Recommendation

Councillors should decide which days in 2021 they would like to request for free parking.

Sybille Maddock
Assistant Town Clerk
25th February 2021