



# BLANDFORD FORUM TOWN COUNCIL

To: Town & General Purposes Committee Members (Cllr H Mieville, Cllr R Holmes, Cllr L Hitchings, Cllr B Quayle, Cllr C Stevens, Cllr A Cross, Cllr P Clark, Cllr P Osborne, Cllr K Herbert)

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 11<sup>th</sup> October 2021 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  
4<sup>th</sup> October 2021

## **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 5<sup>th</sup> July 2021](#)
5. [Clerk's Report & Correspondence](#)
6. General Updates from:
  - 6.1 [Blandford Business Support Group](#)
  - 6.2 Blandford Police
  - 6.3 [Market Manager](#)

- 6.4 Town Team (latest meeting minutes sent to Councillors separately with this agenda)
- 7. Dorset Council Highways
  - 7.1 [To consider correspondence from two residents about the parking situation in Jubilee Way](#)
  - 7.2 [To consider a resident's request for a white line to be installed in Oakfield Street](#)
  - 7.3 To consider traffic slowing measures on the junction of Hedington Drive opposite Fairfield Bungalows (as requested by Cllr Holmes)
- 8. Review of Town & General Purposes budgets
  - 8.1 [Analytical Review of Revenue Budget to 30<sup>th</sup> September 2021](#)
  - 8.2 [Review of Earmarked Reserves to 30<sup>th</sup> September 2021](#)
  - 8.3 [Reserve Accounts to 31<sup>st</sup> August 2021](#)
- 9. [To consider a donation of a memorial bench and approving of the proposed location](#)
- 10. [To consider a request for a memorial bench at Blandford Skate Park](#)
- 11. Christmas
  - 11.1 [To consider Christmas Window Competition details and expenditure approval for proposed prize money](#)
  - 11.2 [To appoint the judges for the Christmas Window Competition 2021](#)
  - 11.3 [To approve a newsletter to all businesses regarding the small Christmas trees](#)
  - 11.4 [To approve expenditure for installation of the trees and column lights](#)
- 12. [To consider the Queen's Platinum Jubilee Window Competition details and expenditure approval for proposed prize money](#)
- 13. [To agree the six free parking days for all Dorset Council car parks in Blandford Forum for 2022](#)

## **DATES OF FUTURE MEETINGS**

18 <sup>th</sup> October	Town Council Meeting (followed by Trust Meeting)
1 <sup>st</sup> November	Planning Meeting
8 <sup>th</sup> November	Recreation & Amenities Committee

**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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**Clerk's Report & Correspondence**

Fatal Road Traffic Collision - The Town Council has been informed that a joint investigation is underway between the Dorset Council and the Police into the fatal road traffic collision on the Blandford by-pass. While Police investigations into all aspects relating to the cause of the collision are ongoing, much of the information gathered is sub-judice and therefore cannot be made available at this stage.

**Agenda Item No. 6.1**

**Blandford Business Support Group**

The following report was sent by the Blandford Business Support Group:

Preparations for the Blandford Business Awards on 23<sup>rd</sup> October are well underway. Details of the nominations have gone to the judges for consideration, the prizes are being made and ticket sales are going well. Tickets are £20 per person which includes a 3-course meal. If anyone from the Committee would like to come along to the awards, please contact [kay@cba-services.co.uk](mailto:kay@cba-services.co.uk).

Attendance at the Support Group Zoom meetings has been down over the last few months, with businesses trying to get back to a semblance of normality.

From a tax point of view, furlough finished on 30<sup>th</sup> September and business rates are becoming payable again. The deadline for filing personal self-assessment tax returns of 31<sup>st</sup> January 2022 is fast approaching, and people should start thinking about this

### Market Manager Report

Firstly, I apologise for my absence from the meeting, but I am booked in for the National Association of British Market Authorities national conference. I hope to have a chance to “network” with other Market Managers and to get some tips for our Saturday Market. This conference always gives a comprehensive view of the industry across the whole country and there is a wealth of knowledge about current trends.

The Street Market on Thursdays continues to fill the Market Place and Saturday’s market is growing slowly. At the time of writing, we have the usual large general stall, but Stuart Pearce will start back with Fruit and Veg, and he will also start selling some products from his butchers. Body Shop at Home are also now regular traders and have reported good sales. The 9<sup>th</sup> October should see the start of a new cake stall. Paul Williamson, the fish monger is looking into the possibility of coming on Saturdays too. Our Thursday jewellery stall are now coming regularly on Saturdays. Enquiries have also increased. I always suggest Saturday’s market whenever anybody enquires about an indoor Thursday pitch or any other pitches. I am constantly trying to publicise our vacancies on Saturdays, and this may be paying off with increased enquiries.

Our rent is £15.00 per pitch 3 metres/10 feet, and I feel that this is very competitive with other markets. An option that may help, would be, to give one free week in each 4 for new traders with a 3-month time limit. This may help to increase longevity and in time, choice. I would like to continue the reduced fee of £15.00 per pitch 3 metres/10 feet, until the end of December when our winter rate of £15.00 starts anyway. I will let the traders know that this is a concessionary rate for Saturdays and that it is likely that the rate will return to £18.50 in the Spring.

I have discussed the possibility of a French Market with “France at Home” but this is more and more unlikely following Brexit and the Covid situation. We were trying to organise a “Welcome Back Market” with funding from Dorset Council, but they have postponed things until the paving slabs have finished being laid. A project for the spring.

I have visited Wimborne market on three occasions and spoken to many traders, they now have my details, and many seem interested. The future of Wimborne Market is unclear, they were going to move to another site but planning on their usual site has been turned down. Many of the traders have told me that they don’t want to move to the new site but for now they will hang on. Wimborne Market has been plagued by rumours of closure for many years so until a definite date for closure is determined, the traders tend to think it won’t happen.

#### Indoor Market

In general, the indoor traders on Thursdays are reporting a growth in sales since track and trace and other restrictions have been lifted. We are still recommending the wearing of face masks, but the customers seem more relaxed and consumer confidence seems to be returning albeit slowly

NABMA National Association of British Market Authorities and the NMTF National Market Traders Federation have continued to be invaluable resources and they continue to advise us whenever needed.

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

Andy Reynolds  
Market Manager  
2<sup>nd</sup> October 2021

## **To consider correspondence from two residents about the parking situation in Jubilee Way**

### **Report**

First resident email:

I am writing to report an ongoing parking danger in Jubilee Way, particularly between Mary Cossins Close and Ramsbury Close. Due to the number and size of vehicles parked on the left side of the road bend and brow of the incline at times it makes visibility very limited. Whilst travelling North up Jubilee Way it is often impossible to see any vehicles coming in the opposite direction especially from Ramsbury Close (in the dip) and Badbury Drive. There are off street parking facilities provided at Mary Cossins Flats and Ramsbury Court that are unused. Many parents and children use the walk throughs to school via the Milldown on a daily basis. Generally street parking is dire along the whole of Jubilee Way especially Heddington Drive and the Hospital.....a bus route ! I would like the Council is proposing regarding this issue before anyone is injured.

This was forwarded to the Dorset Council Highways department and the response received was:

*Parking is of a premium around that area, if you push people out of one position, they just push the problem up the road.*

*Parked cars actually act as traffic calming and so slow the vehicles down in the area, if there were no parked cars, the issue would be vehicles going too fast. Parked cars is by far the safer of the two options.*

The resident requested for this to be explored further, as per the below response:

Really sounds like a generic fob off reply from D.C.Highways dept! and one not to this specific issue and location.

I think they miss the point entirely about the properties in Ramsbury Ct and Mary Cossins flats NOT utilising their off road parking spaces.

Does it make any difference that there has already been an accident there and I am trying to prevent another?

Would you know if there is any other avenues I can explore?

Second resident email:

I am hoping you can help or point me in the right direction.

I have already put this situation to Highways, but they have told me that I need to bring this up with you the parish council as they can't do anything about it without yourselves issuing them to paint some yellow lines.

About 2 weeks ago there was an accident near Badbury Drive. The police were called and thankfully no one was hurt but it involved someone in my close where her car was written off. I have honestly been waiting for this to happen and was sad that 3 cars were involved and could have been prevented if no one parked there and also if yellow lines were there to stop anyone parking there too.

I would like to propose a little stretch of the road to have yellow lines at a junction which is on Jubilee Way that is opposite Badbury Drive.

Cars are not supposed to park there as it is a junction. but they do. Highways says we have to call out the police every time but sorry they have more important things to deal with.

I want this to happen so it stops them being called out so often which can be easily fixed by having the double yellow lines so it would stop cars from parking there (Even though by law they are not allowed to).

It is really difficult looking to the right when you pull out of Badbury Drive but it is made more difficult for cars coming up Jubilee road as they have limited space to pull in making it difficult all round.

Hopefully this makes sense but really happy to talk to someone or put more detail in writing.



The car on the right was hit in the accident the other week and keeps blocking it.

### **Recommendation**

Councillors should consider if they wish to request for white lines to be installed at the Ramsbury Close and Badbury Drive, on the junction with Jubilee Way.

Sybille Maddock  
Assistant Town Clerk  
27<sup>th</sup> August 2021

**To consider a resident's request for a white line to be installed in Oakfield Street**

**Report**

Email received from the resident:

I have been directed to this email address by On Street Parking (DCC). I live in a new build flat on Oakfield Street in Blandford (Railways End).

Cars are routinely being parked overhanging the dropped kerb to each side of the entrance. As such, and with cars all parked opposite at an angle, access can be almost impossible at times. At some point residents will find themselves unable to leave the property when the perfect storm of two cars overhanging each side and large vans opposite occurs....

I appreciate that parking is at a premium in and around Blandford and on street parking needs to remain along Oakfield Street. However, I feel that markings need to be placed on the road to ensure access in and out of the flats remains possible at all times.

Ideally some yellow lines spanning the area where the kerb has been dropped would avoid any potential situation whereby residents could be trapped. I for example have to collect my children from school in Wimborne on a regular basis so I am unclear what I would do should I find I cannot get my vehicle out on said days....

I would be extremely grateful if consideration could be made for painting the lines (approx. 5 metres) which would not result in a large cash outlay, would only prevent a maximum of 1 car from parking along the street, and would negate any potential for access issues moving forward.

**Recommendation**

Councillors should consider if they would like to support the idea of a white line outside the new flats in Oakfield Street and to subsequently send this request to the Dorset Council Highways department.

Sybille Maddock  
Assistant Town Clerk  
23<sup>rd</sup> August 2021

Revenue Expenditure against Budget as at 30th September 2021						
		2021/22				
N/L code		Annual Budget	Budget to date	Actual to Date	Budget Variance	
<b>COSTS</b>						
4711	Vandalism - General	102	51	0	(51)	
4782	Vandalism ( Tabernacle)	250	125	0	(125)	
4785	Vandalism (M & H) Toilets	1,025	513	0	(513)	
4786	Vandalism - Markets	0	0	0	0	
5020	CCTV Maintenance	2,030	1,015	120	(895)	
5050	CCTV Electric	250	125	50	(75)	
5060	Grit Bin - Re-fill	536	268	0	(268)	
5600	Street Market - Advertising	500	250	88	(163)	
5601	Street Market - New Equipment	406	203	0	(203)	
5602	Street Market - Equipment Maint	0	0	0	0	
5603	Street Market - Health & Safety	0	0	0	0	
5604	Markets - Telephone	122	61	43	(18)	
5605	Street Market - DCC Parking Charges	11,444	5,722	2,450	(3,272)	
5606	Street Markets - Rates	1,930	965	1,123	158	£187 monthly
5607	Street Market -Printing & Stationery	0	0	0	0	
6200	Planters (Planting & Signs)	4,873	2,437	4,921	2,484	Sleeper planters for donated Dwarf Palm Trees mtng 23/11
6630	Toilets ( Tabernacle)- Cleaning	812	406	0	(406)	
6635	Toilets ( Tabernacle)- Blg/Ground	203	102	521	420	Toilets maintenance £349 & New toilet seats £172
6641	Toilets (Tabernacle) -Electric	284	142	86	(56)	
6642	Toilets (Tabernacle) -Equip Maint	80	40	0	(40)	
6643	Toilets (Tabernacle) -Equip Purchased	51	25	0	(25)	
6644	Toilets (Tabernacle) -Health & Safety	51	25	0	(25)	
6645	Toilets (Tabernacle) -Water	360	180	0	(180)	
6646	Toilets (Tabernacle)- Rates	1,526	763	(1,442)	(2,205)	Rates Refund £1422 for 20/21 & £570 for 20/22
6650	Toilets - (M & H) - Cleaning	8,821	4,411	3,100	(1,311)	
6655	Toilets - (M & H) - Building Maint	1,277	638	330	(309)	
6656	TIC - Building Maint	406	203	257	54	TIC fire risk assessment £257
6657	Toilets - (M & H) - Rates	1,363	682	(1,248)	(1,929)	Rates Refund £1247 for 20/21 & £497 for 21/22
6660	Toilets- (M & H ) - Electricity	2,182	1,091	554	(537)	
6661	Toilets - (M & H ) Water	2,154	1,077	462	(615)	
	<b>Total Costs</b>	<b>43,038</b>	<b>21,519</b>	<b>11,415</b>	<b>(10,104)</b>	
	SEE OVER FOR INCOME					PTO



		2021/22					
		Annual Budget	Budget to date	Actual to Date	Budget Variance		
<b>INCOME</b>							
2900	Markets - Street Rent	12,180	6,090	6,647	557		
2810	Shambles / Craft Market Rent	4,060	2,030	1,602	(428)		
2820	Indoor Market Rent	4,060	2,030	2,184	154		
3500	Toilet Income (M & H)	0	0	0	0		
3550	Tabernacle - Toilets	0	0	0	0		
3850	T & GP Income	0	0	0	0		
3900	Planter Sponsorship	744	372	673	301		
	<i>Total Income</i>	21,044	10,522	11,106	584		
	<b>NET COST / (INCOME)</b>	21,994	10,997	310	(10,687)		

**Town and General Purposes Committee Earmarked Reserves 2021-22**  
**as at 30/09/21**

Nominal Code	Budget	Balance b/f	Income	Budget 2021/22	Total Reserves	Spend YTD	Committed YTD	Current Balance		
1020	Town Maps, Boards & Fingerposts	5,834		0	5,834			5,834		
1021	DCC Highways	10,162		0	10,162		0	10,162		
1025	Christmas Town Decorations	1,206	5,750	5,750	12,706		0	12,706		
1030	Tourism	5,130		0	5,130	-325	591	4,864		
1035	Twinning	1,303		0	1,303			1,303		
1040	Town Improvements	12,898	500	500	13,898			13,898		
1042	New Benches	1,634	500	500	2,634			2,634		
1045	Contingency	500	250	250	1,000			1,000		
		<b>38,667</b>	<b>7,000</b>	<b>7,000</b>	<b>52,667</b>	<b>-325</b>	<b>591</b>	<b>52,401</b>		

(If Contingency budget is unspent on 31st March 2021 balance will transfer to Town Improvements)

**Expenditure**

**Expenditure - Cont**

c/fwd

**Switch Budget Cont**

Contingency	-500
Town Improvements	500

**TOTAL** **0**

**Income/Transferrals**

**Breakdown of Committed funds 2016/17**

(1) Interpretation Boards at Langton & Marsh & Ham	250
TIC Out & About booklet - T & GP 20/11/17 Min 43	341

**591**

**TOTAL C/FWD** **0**

# Reserve Accounts

Blandford Forum Town Council						
	Reserve Accounts as at 31st August 2021					
Nominal Code	Standard Asset Replacement Accruals	Responsible Committee	Balances	Committed Funds	Description of Committed Funds	
			£	£		
1300	IT	F & S	20,166.49			
1305	Skate park	R & A	178,065.58			
1310	General Play Equipment	R & A	73,094.06			
1315	Maintenance Equipment Replacement	R & A	11,406.94			
1320	Vehicle Replacement	R & A	14,963.00			
1325	Tractor Replacement	R & A	16,701.20			
1330	Mower Replacement	R & A	32,903.77			
1340	CCTV / ANPR	T & GP	35,681.92	12,852.20	£12,852.20 CCTV Cameras	
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	2,386.82			
				409,913.44		
	Earmarked Accounts					
	Recreation & Amenities Funds	R & A	949,643.78	5,192.00	B/Heights Public Arts Works / £10000 WHG Roof / Tree works	
	Town & General Purposes Committee	T & GP	45,340.87	591.00	£250 Interpretation board:Langton & Marsh / £341 TIC Out & About Booklet	
				989,201.65		
	Other Earmarked Accounts					
1001	Earmarked Interest	F & S	4,363.39			
1002	Property Fund Dividend	F & S	15,163.91	1,392.00	£1392 - Path around Cricket Club	
1004			-			
1005	Election Costs	T/C	7,683.70			
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	310.50			
1010	Capital Interest	F & S	2,793.86			
1011	Land North of Bypass / Sport & Recreation	T/C	5,772.98	5,766.87	£4,11 Cricket Club Refurb S106 Monies / £4,608 Path around Cricket Club / £1,157.87 Cricket Club refurb	
1012	The Blandford Events Group	T/C	442.17			
1013	Neighbourhood Plan	T/C	7,043.93	7,643.93	Consultancy Fees	
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	-		
1335	Civic Regalia	F & S	18,949.84			
1185	Pension Deficit	F & S	20,000.00	-		
1195	Improvements to Market Place	T/C	70,000.00	-		
1500	General Reserves	T/C	298,667.65	38,541.87	£1,221.25 C/Exch Maintenance / £1,597.80 Payroll /£2,932.22 Underspend from Grant Budget 2019/20 / £452 Underspend from Grant Budget 2018/19 / £18,699 Underspend from Project Manager Salary 2019/20 / £10,000 Demolition of Toilet Block / £4,300 Supply & Installation of fencing at Park Road / £2,275 Supply & Install Table Tennis Table at Larksmead / F&S 14/12/20 underspend virements	
				509,568.45		
	Capital Projects					
1104	Corn Exchange S106 Funds	T/C	83,177.06			
1105	Corn Exchange	T/C	502,817.80	116,106.49	£6,997.77 committed for Lift Installation - Donation from FOTF / £3,665.70 Replacement Lantern Lights / £39,696.60 Architect Fees / £1609.60 Corn Exchange Roof / £19,402 Underspend of Salaries 2017/18 for project manager / £17,354.17 Underspend of Salaries for 2018/19 for Project Manager / £12,981.60 Underspend Corn Exch Maint 2019/20 Replacement of external notice boards	
1110	Corn Exchange Promotions Group	T/C	3,091.93			
1115	Corn Exchange Project Development	T/C	49,528.83			
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	87,379.97			
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	1,000.00	£1000 Maintenance contingency	
1135	Railway Arches	T & GP	3,125.56	260.00		
1175	CCTV / ANPR - New Equipment	T & GP	13,161.40			
				808,208.87		
		Total Reserves		2,716,892.41		
	Surplus from 2020/21 as at 31/03/2021			135,878.81		
		Total Available in Reserves		2,852,771.22		

**To consider a donation of a memorial bench and approving of the proposed location**

**Background**

A Blandford Forum Freeman contacted the Town Council with the proposal to donate a remembrance seat to the town, instead of having a tombstone for himself and his wife, who passed away earlier in the year.

**Report**

The proposed site is by the bus stop on Wimborne Road, between Fishers Close and Langton Road, where many elderly people wait for the bus (see pictures below). The Town Council has been asked for a letter of acceptance before the request is sent to the Dorset Council.

The bench would be manufactured by the same company that previously provided other memorial benches throughout the town.



**Recommendation**

Councillors are requested to consider this donation and the proposed location. If they wish to accept the donation a letter will be sent by the Town Council to the Freeman and the Dorset Council.

Sybille Maddock  
Assistant Town Clerk  
25<sup>th</sup> August 2021

**To consider a request for a memorial bench at Blandford Skate Park**

**Background**

The Town Council received a request for a memorial bench at the Skate Park, for the young man that lost his life in the motor accident on 17<sup>th</sup> July 2021. As he spent a lot of time at the skate park his parents enquired if they could install a bench with a memorial plaque, as a tribute and lasting legacy.

**Report**

There is sufficient space for another bench, in the area where the current benches are located. The parents have been advised that any bench they purchase would have to be of a solid construction with feet that can be bolted down.

The Operations Manager confirmed that the grounds staff are able to install the bench.

**Recommendation**

It is recommended that Councillors approve this request, subject to the Operations Manager having sight of the design prior to the family purchasing the bench.

Sybille Maddock  
Assistant Town Clerk  
15<sup>th</sup> September 2021

## **11.1 To consider Christmas Window Competition details and expenditure approval for proposed prize money**

### **1. Background**

Every year in December the Town Council holds the Christmas Window Competition, to encourage shops and businesses to decorate their windows and create a Christmas atmosphere in the town centre and beyond. This is always very well received.

Details of the Christmas Window Competition are attached as [Appendix A](#), in the form of a poster that shops can display.

### **2. Information**

In recent years the winning prizes have been:

1<sup>st</sup> prize - £150.00

2<sup>nd</sup> prize - £100.00

3<sup>rd</sup> prize - £50.00

Charity/not for profit organisation £50.00 (to the charity).

Councillors previously mentioned that there could be an opportunity of allocating the prize money in a different way, e.g. overall increased prize money to £400, more categories and reducing the individual prize money to £50 per winner.

### **3. Recommendation**

It is recommended that the Committee agrees to how many prizes should be given and agrees to the individual amounts, using funds from the Christmas Town Decorations budget line 1025 (Expenditure Authority: General Power of Competence Localism Act 2011 sl-8).

## **11.2 To appoint the judges for the Christmas Window Competition 2021**

### **4. Information**

The judging panel always includes the Mayor, the Chairman of the Town & General Purposes Committee and the editor of the Forum Focus. Some years it also included the Mayor's youth representative (Scout/Guide/Cadet).

Traditionally, the Mayor presented the winning certificates to the shopkeepers during the Yuletide Festival. Due to the pandemic this was not possible last year and the Mayor presented these the week after the judging.

### **5. Recommendation**

Councillors are requested to appoint the judging panel, consisting of Chairman of Council, the T&GP Chairman and the editor of the Forum Focus, and possibly the Mayor's Cadet. Councillors should also agree when the certificates will be presented to the shopkeepers.

Sybille Maddock  
Assistant Town Clerk  
29<sup>th</sup> September 2021



# Christmas Window Competition

The Town Council is continuing to run its Christmas Window Competition, hoping to encourage shops and businesses to enhance the town's image and create a wonderful atmosphere for its residents and visitors to the town, during the festive period. This year the decorated windows will be judged over the weekend of 3rd – 5th December 2021.

The judging panel will consist of the Chairman of the Town & General Purposes Committee, the editor of the Forum Focus and the Town Mayor, Cllr Lee Hitchings who will also present the prizes to shopkeepers at their premises the following week.

The prizes for the most original and creative displays are:

1st Prize £150.00  
2nd Prize £100.00  
3rd Prize £50.00

Charity/not for profit organisation £50.00 (to the charity).

## Good Luck!

The Town Clerk's Office will close on  
Wednesday 22nd December 2021 at 12:30pm and  
will re-open on Tuesday 4th January 2022 at 9:30am.

## Merry Christmas!

Blandford Forum Town Council, Church Lane, Blandford Forum, DT11 7AD  
Tel: 01258 454500 Fax: 01258 454432  
Email: [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk)

**To approve a newsletter to all businesses regarding the small Christmas trees**

**Background**

Since the Town Council took on the installation and maintenance for the small Christmas trees, we asked shop owners if they would like to give a small contribution to the trees.

**Information**

Last year, due to the pandemic, officers did not feel it appropriate to request a contribution, but still sent a newsletter in case shops and businesses still wanted to support, which many of them did.

This year, as things are returning to some kind of normality the newsletter ([Appendix B](#)) has been drafted. This newsletter will be sent along with the Christmas Window Competition poster to all shops and businesses in the town.

**Recommendation**

Councillors are requested to approve the newsletter so it can be sent to all businesses in the town centre and to the businesses in the surrounding industrial estates who contributed in recent years.

Sybille Maddock  
Assistant Town Clerk  
28<sup>th</sup> September 2021





## BLANDFORD FORUM TOWN COUNCIL

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 admin@blandfordforum-tc.gov.uk • www.blandfordforum-tc.gov.uk



### **Small Christmas trees in East Street, The Market Place and Salisbury Street**



These trees, along with the column lighting, the yew trees in the church yard, and the big Christmas tree in the Market Place greatly enhance that festive feeling in our unique Georgian town.

The Town Council took on the installation from the Blandford Yuletide Festival Group in 2019. Since then, the Town Council has engaged the services of a local electrician to carry out the installation, connection and removal of the small Christmas trees and the 21 column lights.

The Town Council also undertakes the maintenance of the small trees, the brackets, fixtures and fittings, and the lights.

As you may be aware, the shops and businesses in the town centre used to pay for the installation of the small Christmas trees and therefore the Town Council would really appreciate your support via a contribution of £12 (£10 + VAT) a year towards the installation and maintenance of the trees. The Town Council does not receive business rates and is only funded by the precept (residents' council tax).

As in previous years, in return, the Town Council will promote your shop/business on its Facebook page with a photo of your shop or business, acknowledging your support, and in the Forum Focus when reporting on the support it has received, after the festive period.

To contribute, please deliver a cheque payable to Blandford Forum Town Council to the address below. Alternatively you can pay via BACS or Credit/Debit card, in person or over the phone.

Account Name	Blandford Forum Town Council
Sort Code	30-90-92
Account number	00489333

Please include the name of your shop/business as a reference.

Thank you and we wish you a successful Christmas season!



## **To approve expenditure for installation of the trees and column lights**

### **Background**

At the Town and General Purposes committee meeting held on Monday 15<sup>th</sup> July 2019 it was agreed that the installation of the small Christmas trees and lamppost lights would be installed by a contractor.

This has been done by a local contractor for the last two years this has worked well and the lights have received a large number of compliments.

### **Report**

A quote from the contractor who carried out the installation of the trees and lamp post lights for the last two years was sought; further quotes were not obtained due to the lack of contractors able to carry out this work and the fact that he is now familiar with what is required and additionally we received so many compliments last year.

The quote is:

The quote for 2021 to install and take down the small Christmas trees and to install and dismantle the lights on the lighting columns is £7350.00 + VAT.

This is an increase of £300.00 on last year's quote and reflects the increased cost of access equipment.

£11,500 was included in the Christmas Lights budget line 1025 for this financial year for the purpose of carrying out the installation of the trees and lights for 2020.

### **Recommendation**

It is recommended that Councillors approve expenditure of £7,350.00 + VAT for the installation of the trees and column lights from the Christmas light budget line 1025 which currently has a balance of £18,465.00 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Jon Goodenough, Operations Manager  
22nd September 2021

**To consider Queen's Platinum Jubilee Window Competition details and expenditure approval for proposed prize money**

**Background**

At the Working Group meeting on 6<sup>th</sup> June 2021 various events for the Queen's Platinum Jubilee weekend were proposed.

**Report**

To encourage shops and businesses in the town to decorate their windows for the celebrations, the Working Group would like to run a Queen's Platinum Jubilee Window Competition, similar to the Christmas Window Competition. The proposed poster is attached as [Appendix C](#).

It was suggested to form the same judging panel as for the Christmas Window Competition, consisting of the Chairman of the T&GP Committee, the editor of the Forum Focus and the Mayor of Blandford Forum.

The judging will take place over the weekend 3<sup>rd</sup> to 5<sup>th</sup> June 2022.

The Working Group was unsure if prizes should be awarded and if so, if they should be mirrored on the Christmas Window Competition, which currently are as follows:

1st Prize £150.00

2nd Prize £100.00

3rd Prize £50.00

Charity/not for profit organisation £50.00 (to the charity).

**Recommendation**

Councillors are requested to approve the competition judging panel and establish if they would like to award prizes to the winners, and if so stipulate the amounts and budget line. (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Sybille Maddock  
Assistant Town Clerk  
22<sup>nd</sup> September 2021



# Queen's Platinum Jubilee Window Competition

The judging will take place over  
the weekend 3rd to 5th June  
2022.

Prizes ??:

1st

2nd

3rd

The judging panel will consist of  
the Town Mayor,  
the Chairman of the  
Town & General  
Purposes Committee and  
the editor of the Forum Focus.



**BLANDFORD FORUM  
TOWN COUNCIL**

## To agree the six free parking days for all Dorset Council car parks in Blandford Forum for 2022

### Background

To support local economy, Dorset Council will give a total of **6 free parking days** in Dorset Council car parks each year.

### Further Information

This is made up of the following:

- **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.
- **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 five 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.

### Report

Previous requests included:

Easter Saturday  
May Bank Holiday  
August - back to school shopping  
Community Expo  
Small Business Saturday – already one of the days in the policy  
December – Yuletide

The Queens Platinum Jubilee working group would like to request Sunday 5<sup>th</sup> June 2022 as a free parking day, due to events being planned in the town.

## **Recommendation**

Councillors should decide which days in 2022 they would like to request for free parking from the Dorset Council.

Sybille Maddock  
Assistant Town Clerk  
3<sup>rd</sup> September 2021