



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 14th March 2022 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
8th March 2022

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 15th November 2021](#)
5. Town Clerk's Report & Correspondence
6. To receive a presentation from Marten Gregory MCIWM (Recycling Team Leader at Dorset Council) on household waste and where it goes

7. General Updates from:
 - 7.1 [Blandford Business Support Group](#)
 - 7.2 [Blandford Police](#)
 - 7.3 [Market Manager](#)
 - 7.3.1 To consider extending the Winter rate until 1st July
 - 7.4 Town Team
8. DC Highways
 - 8.1 [To consider expenditure approval for a shelter for the bench along Wimborne Road](#)
9. Review of Town & General Purposes budgets
 - 9.1 [Analytical Review of Revenue Budget to 28th February 2022](#)
 - 9.2 [Review of Earmarked Reserves to 28th February 2022](#)
 - 9.3 [Reserve Accounts to 28th February 2022](#)
10. Christmas Decorations
 - 10.1 [To consider expenditure authority for the lighting up of Woodhouse Gardens for the month of December](#)
 - 10.2 [To consider expenditure authority for the introduction of Cross Street Decorations](#)
11. [To consider producing a calendar for 2022 with proceeds going to the Mayor's charities](#)
12. To discuss the lack of NHS dentists in Blandford Forum and possible further actions (as requested by Cllr Mieville)

DATES OF FUTURE MEETINGS

21st March Finance & Staffing Committee Meeting
 28th 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
 Email: admin@blandfordforum-tc.gov.uk
www.blandfordforum-tc.gov.uk

Blandford Business Support Group

Report received:

Since the last Town Team meeting the Business Support Group have only had two meetings – one in December and one in February. There was no meeting in January as we were up to our eyes in tax returns!

We were hoping that Yvonne Mieville could attend our December meeting to talk about making Blandford a plastic free town, but she was unfortunately unable to attend. We look forward to her attending a future meeting over the coming months to update us on this excellent proposal.

At our meeting in February we discussed producing a leaflet to promote Blandford and the local businesses that could be given out in every shop/café/campsite, and this is something that we are working on.

Following the success of the Business Awards in October, we are delighted to report that the 2022 Awards ceremony will be held on Saturday 15 October 2022 at Bryanston School. We will keep you updated with progress but are hopeful that it will be bigger and better than last year!

Blandford Police

Report received:

This report refers to the 7th Oct 2021 to 3rd March 2022. During this time, we have dealt with approximately 766 incidents in the Blandford Town and Old Town Area. 195 incidents were recorded as crimes.

Please note that the figures provided cover about 20 weeks which is a longer time frame than the previous figures.

-ASB continues to be low, which is reassuring.

-The violence and threats figure shows an increase but is over a longer time frame.

I am delighted to update you that PC Tom HARNESS is back in the Blandford Town Neighbourhood Policing role. I know that he is eager to get back out and about in your communities and be a visible presence in the town, being tough on crime, keeping people safe and putting victims first.

We continue to hold engagement events in the town and appreciate all the support we get from our local partners and communities. Storm Eunice kept us busy, and we have also had to deal with two military shells found in the town in recent days. We would like to thank the community for the patients and support during these incidents.

Please continue report incidents or issues to us on 999 in an emergency, 101 or at www.dorset.police.uk/doitonline. We rely on information from the community to help keep you safe and prevent and detect crimes.

| Blandford Old Town and Town | 01.03.2021-21.06.2021 (approx. 15 weeks) | 22.06.2021-06.10.2021 (approx. 14 weeks) | 07.10.2021-03.03.2022 (approx. 20 weeks) |
|---|--|--|--|
| Total incidents (Includes crime and ASB) | 472 | 500 | 766 |
| Total Crimes | 203 | 147 | 195 |
| Total ASB | 35 | 65 | 67 |
| | | | |
| Sus Circumstances | 49 | 62 | 75 |
| Public Safety | 117 | 164 | 175 |
| Road Related | 33 | 67 | 75 |
| Alarms | 12 | 18 | 18 |
| Criminal Damage | 25 | 7 | 16 |
| Theft | 20 | 18 | 24 |
| Burglary | 9 | 11 | 9 |
| Fraud | 15 | 4 | 8 |
| Violence or threat | 106 | 52 | 70 |
| Drugs | 1 | 3 | 2 |
| Vehicle Crime | 9 | 10 | 4 |
| Missing persons | 10 | 7 | 6 |
| Sexual offences | 12 | 11 | 10 |
| Other misc. crime/incidents | 19 | 1 | 12 |

Market Manager

Report

Overall, the market is increasing. Thursdays continue to flourish, and Saturdays are improving. We have had more winter cancellations than usual due to wind speed, but our bookings are increasing, and enquiries continue to increase.

Our Saturday winter rate of £15.00 is now in place (with one free week in every four). I will continue to let new traders know that this is a Winter rate and that it is likely that the rate will return to £18.50 in the Spring. However, it would be helpful to continue with our current arrangement until 1st July being £15.00 per 3 metres, without the free week in every four for new traders.

Saturday Regular Traders

General goods

Bric a brac & tools

Antiques & collectables

Cakes and Sprinkles Cake Away

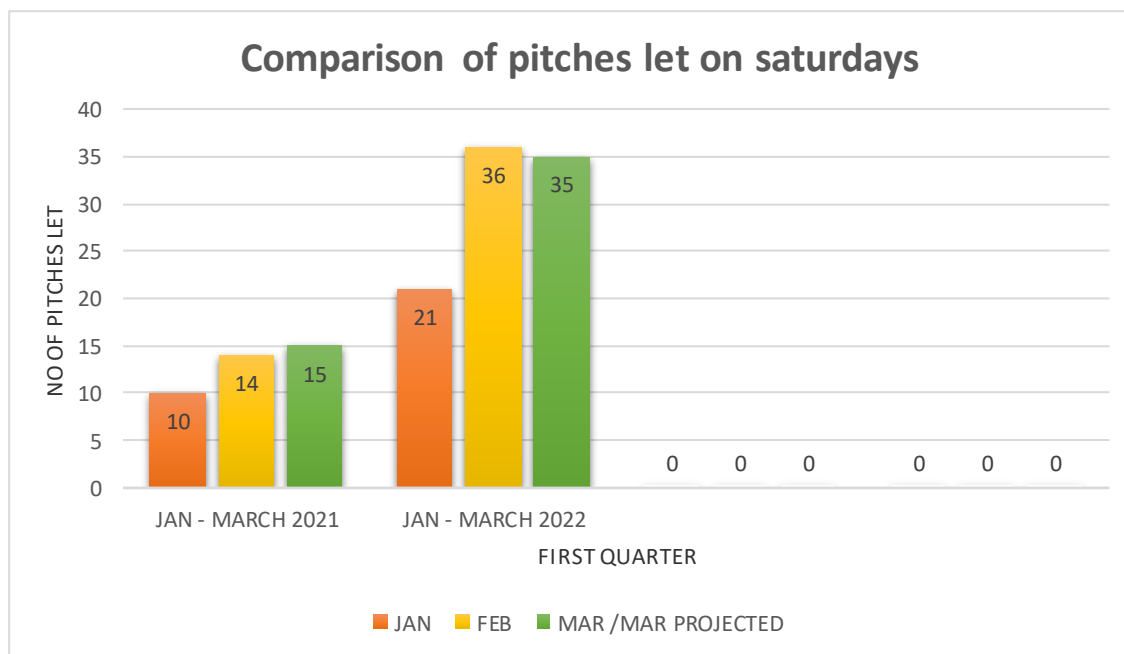
Body Shop at Home

Jewellery

Gifts & Novelties (Olivia's Gifts & Novelties)

Cleaning products & cards (Inspirations)

Total pitches: 11



Wimborne Market closed at Christmas, but another market in Wimborne started up closer to the town centre on Fridays. Blandford Forum Market has benefitted from the closure, and I will continue to publicise our vacancies through the Wimborne traders.

Indoor Market

The Figures for the Indoor Market have suffered due to the pandemic. Many of our traders have been unwell but there has been a recent increase in enquiries which I follow up without delay.

Welcome Back Market

We have arranged a “Welcome Back Market” which has been funded wholly by Dorset Council’s Welcome Back Fund which was put in place to assist town centres following the Covid restrictions. This will take place on Mothering Sunday (27th March) and will be a showcase of Fresh, local, affordable produce and products. Made, grown, brewed and baked by local people.

I will be attending the National Market Traders Federation Annual Conference at Blackpool in April. This is a great opportunity for me to see current trends in the market industry and network with other Market Managers and Traders. NABMA National Association of British Market Authorities and the NMTF National Market Traders Federation have been an invaluable resource throughout the Covid pandemic, and they continue to advise us whenever needed.

Dorset Council do not charge us for the parking when we have to cancel a market.

Blandford Forum Market is improving, our offer is becoming more diverse, and The Welcome Back Market should bring publicity to our regular markets at very little cost.

Recommendation

Councillors should note the report and consider if they wish to extend the Winter rate of £15.00 until 1st July.

Andy Reynolds
Market Manager
4th March 2022

To consider expenditure approval for a shelter for the bench along Wimborne Road

Background

At the Town & General Purposes Committee meeting held on 11th October 2021 Councillors resolved that

The Committee accepts the donation of a memorial bench and the proposed location along Wimborne Road and a letter will be sent by the Town Council to the Freeman and the Dorset Council.

Following the meeting, Dorset Council advised that the Town Council needs to install and maintain the bench and therefore, at the Town & General Purposes Committee meeting held on 15th November 2021 Councillors resolved that

The Committee approves the request for maintenance of this bench and associated expenditure authority for the installation of the bench using funds from budget line 1042 New Benches (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8), subject to the bench being of the same manufacturer of its existing benches and the design is to be approved by the Town Clerk.

As part of the resolution Cllr Stevens suggested that the possibility of a shelter is looked in to, and officers will explore this and bring it back to the committee at a future meeting.

Information

Dorset Council Highways team approved the installation of a shelter, as long as the shelter is no more than 2000mm x 1000mm max in depth. The following quotes have been sought, from the same manufacturer providing the bench:

Option A Eco Shelter:
2000mm wide
£2,595 +VAT +Delivery

Option B Tarbolton Shelter:
2000mm wide
£2,168 +VAT +Delivery



Recommendation

Councillors are to consider if they wish to proceed with a shelter for this bench and if so, would they like to proceed with Option A Eco Shelter or Option B Tarbolton Shelter. Councillors are also requested to stipulate if they would like to use budget line DCC Highways or Town Improvements (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Sybille Maddock
Assistant Town Clerk, 18th January 2022

Analytical Review of Revenue Budget

| N/L code | | 2021/22 | | | | |
|--------------|---------------------------------------|---------------|----------------|----------------|-----------------|---|
| | | Annual Budget | Budget to date | Actual to Date | Budget Variance | |
| COSTS | | | | | | |
| 4711 | Vandalism - General | 102 | 93 | 0 | (93) | |
| 4782 | Vandalism (Tabernacle) | 250 | 229 | 0 | (229) | |
| 4785 | Vandalism (M & H) Toilets | 1,025 | 940 | 0 | (940) | |
| 4786 | Vandalism - Markets | 0 | 0 | 0 | 0 | |
| 5020 | CCTV Maintenance | 2,030 | 1,861 | 120 | (1,741) | |
| 5050 | CCTV Electric | 250 | 229 | 60 | (169) | |
| 5060 | Grit Bin - Re-fill | 536 | 491 | 0 | (491) | |
| 5600 | Street Market - Advertising | 500 | 459 | 88 | (371) | |
| 5601 | Street Market - New Equipment | 406 | 372 | 0 | (372) | |
| 5602 | Street Market - Equipment Maint | 0 | 0 | 0 | 0 | |
| 5603 | Street Market - Health & Safety | 0 | 0 | 0 | 0 | |
| 5604 | Markets - Telephone | 122 | 112 | 43 | (68) | |
| 5605 | Street Market - DCC Parking Charges | 11,444 | 10,490 | 5,122 | (5,368) | £2450 and £2672 for Q3 agreed losses |
| 5606 | Street Markets - Rates | 1,930 | 1,769 | 1,310 | (459) | £187 monthly |
| 5607 | Street Market -Printing & Stationery | 0 | 0 | 0 | 0 | |
| 6200 | Planters (Planting & Signs) | 4,873 | 4,467 | 4,921 | 454 | Sleeper planters for donated Dwarf Palm Trees mtng 23/11 |
| 6630 | Toilets (Tabernacle)- Cleaning | 812 | 744 | 0 | (744) | |
| 6635 | Toilets (Tabernacle)- Blg/Ground | 203 | 186 | 521 | 335 | Toilets maintenance £349 & New toilet seats £172 |
| 6641 | Toilets (Tabernacle) -Electric | 284 | 261 | 101 | (160) | Approx £14 per month |
| 6642 | Toilets (Tabernacle) -Equip Maint | 80 | 74 | 0 | (74) | |
| 6643 | Toilets (Tabernacle) -Equip Purchased | 51 | 47 | 0 | (47) | |
| 6644 | Toilets (Tabernacle) -Health & Safety | 51 | 47 | 0 | (47) | |
| 6645 | Toilets (Tabernacle) -Water | 360 | 330 | 0 | (330) | |
| 6646 | Toilets (Tabernacle)- Rates | 1,526 | 1,399 | (1,442) | (2,841) | Rates Refund £1422 for 20/21 & £570 for 20/22 |
| 6650 | Toilets - (M & H) - Cleaning | 8,821 | 8,086 | 3,740 | (4,346) | Approx £640 per month |
| 6655 | Toilets - (M & H) - Building Maint | 1,277 | 1,170 | 543 | (627) | £180 electrical work, £113 new baby changing unit, disabled toilets repair £108 etc |
| 6656 | TIC - Building Maint | 406 | 372 | 257 | (115) | TIC fire risk assessment £257 |
| 6657 | Toilets - (M & H) - Rates | 1,363 | 1,249 | (1,248) | (2,497) | Rates £125 monthly, in July Rates Refund £1247 for 20/21 & £497 for 21/22 |
| 6660 | Toilets- (M & H) - Electricity | 2,182 | 2,000 | 648 | (1,352) | Approx £90 monthly |
| 6661 | Toilets - (M & H) Water | 2,154 | 1,974 | 462 | (1,512) | Inv'd 6 monthly |
| | Total Costs | 43,038 | 39,451 | 15,247 | (24,205) | |
| | SEE OVER FOR INCOME | | | | | |

| | | 2021/22 | | | |
|---------------|------------------------------|------------------|-------------------|-------------------|--------------------|
| | | Annual Budget | Budget to date | Actual to Date | Budget Variance |
| INCOME | | | | | |
| 2900 | Markets - Street Rent | 12,180 | 11,165 | 7,503 | (3,662) |
| 2810 | Shambles / Craft Market Rent | 4,060 | 3,722 | 1,944 | (1,778) |
| 2820 | Indoor Market Rent | 4,060 | 3,722 | 2,426 | (1,295) |
| 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 | 682 | 673 | (9) |
| | <i>Total Income</i> | <i>21,044</i> | <i>19,290</i> | <i>12,546</i> | <i>-6,744</i> |
| | NET COST / (INCOME) | 21,994 | 20,161 | 2,701 | (17,460) |

Review of Earmarked Reserves

| Nominal Code | Budget | Balance b/f | Income | Budget 2021/22 | Total Reserves | Spend YTD | Committed YTD | Current Balance | Proposed budget for 2022/23 |
|--------------|----------------------------------|---------------|---------------|----------------|----------------|---------------|---------------|-----------------|-----------------------------|
| 1020 | Town Maps, Boards & Fingerposts | 5,834 | | 0 | 5,834 | 2,551 (1) | | 3,283 | 0 |
| 1021 | DCC Highways | 10,162 | | 0 | 10,162 | 5,000 | 0 | 5,162 | 0 |
| 1025 | Christmas Town Decorations | 1,206 | 11,500 (2) | 11,500 | 12,706 | 11,362 (2) | 0 | 1,344 | 10,000 |
| 1030 | Tourism | 5,130 | 341 (3) | 0 | 5,471 | 1,170 (3) | 591 (3) | 3,710 | 0 |
| 1035 | Twinning | 1,303 | | 0 | 1,303 | | | 1,303 | 0 |
| 1040 | Town Improvements | 12,898 | 1,000 (4) | 1,000 | 13,898 | | 4,400 (4) | 14,148 | 0 |
| 1042 | New Benches | 1,634 | 1,000 (5) | 1,000 | 2,634 | | | 2,634 | 0 |
| 1043 | Queen's Platinum Jubilee Weekend | 0 | | 0 | 5,000 | 159 (6) | 400 (6) | 4,441 | 0 |
| 1045 | Contingency | 500 | 500 (7) | 500 | 1,000 | | | 1,000 | 0 |
| | | 38,667 | 14,341 | 14,000 | 58,007 | 20,241 | 5,391 | 37,025 | 10,000 |

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

Expenditure

Expenditure - Cont

Income/Transferrals

| | |
|--|--------------------|
| (1) Fingerposts and installation + Lock and keys | £ 2,550.91 |
| (2) installation and removal of Xmas town decorations and prize monies for competi | £ 11,361.76 |
| (3) Mayors Funday costs, Calendars bought | £ 1,169.98 |
| (6) Jubilee Flag | £ 158.75 |
| | £ 15,241.40 |

| | |
|--------------------|--------------------|
| (2) Precept | £ 11,500.00 |
| (3) Calendars sold | £ 340.66 |
| (4) Precept | £ 1,000.00 |
| (5) Precept | £ 1,000.00 |
| (7) Precept | £ 500.00 |
| | £ 14,340.66 |

Switch Budget Cont

| | |
|----------------------------------|------------|
| Contingency | -£ 250.00 |
| Town Improvements | £ 250.00 |
| DCC Highways to Queen's Platinum | £ 5,000.00 |

TOTAL **£ 5,000.00**

Breakdown of Committed funds 2021/22

| | |
|---|------------|
| (3) Interpretation Boards at Langton & Marsh & Ham | £ 250.00 |
| (3) TIC Out & About booklet - T & GP 20/11/17 Min 4 | £ 341.00 |
| (4) Orienteering trail | £ 1,500.00 |
| (4) QPJ bench | £ 1,400.00 |
| (4) Defibrillator | £ 1,500.00 |
| (6) QPJ window comp prize money | £ 400.00 |

£ 5,391.00

TOTAL C/FWD 0

Reserve Accounts

| Nominal Code | Standard Asset Replacement Accruals | Responsible Committee | Balances £ | Committed Funds £ | Description of Committed Funds |
|--------------|---|------------------------------------|---------------|----------------------|--|
| 1300 | IT | F & S | 23,613.49 | | |
| 1305 | Skate park | R & A | 172,647.93 | | |
| 1310 | General Play Equipment | R & A | 76,422.06 | | |
| 1315 | Maintenance Equipment Replacement | R & A | 13,268.94 | | |
| 1320 | Vehicle Replacement | R & A | 16,258.00 | | |
| 1325 | Tractor Replacement | R & A | 16,701.20 | | |
| 1330 | Mower Replacement | R & A | 34,546.77 | | |
| 1340 | CCTV / ANPR | T & GP | 36,230.92 | - 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 | 2,386.62 | | |
| | | | | 416,619.59 | |
| | Earmarked Accounts | | | | |
| 10510-10540 | Recreation & Amenities Funds | R & A | 814,323.62 | - 5,192.00 | B/Heights Public Arts Works / £10000 WHG Roof / Tree works |
| 1020-1045 | Town & General Purposes Committee | T & GP | 37,765.13 | - 591.00 | £250 Interpretation board:Langton & Marsh / £341 TIC Out & About Booklet |
| | | | | 846,305.75 | |
| | 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 | 322.50 | | |
| 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 | 9,243.93 | - 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 | 18,849.84 | | |
| 1185 | Pension Deficit | F & S | 20,000.00 | - | |
| 1195 | Improvements to Market Place | T/C | 70,000.00 | - | |
| 1500 | General Reserves | T/C | 280,922.65 | - 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 professional fees for town allotments + Materias for park road carpark |
| | | | | 493,935.45 | |
| | Capital Projects | | | | |
| 1104 | Corn Exchange S106 Funds | T/C | 83,177.06 | | |
| 1105 | Corn Exchange | T/C | 499,467.30 | - 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 + survey,consultancy & Architect fees |
| 1110 | Corn Exchange Promotions Group | T/C | 3,091.93 | | Replacement of external notice boards |
| 1115 | Corn Exchange Project Development | T/C | 68,928.83 | | |
| 1116 | Corn Exchange HLF Stage 1 Matchfunding | T/C | 97,379.97 | | |
| 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 | 3,625.56 | - 260.00 | |
| 1175 | CCTV / ANPR - New Equipment | T & GP | 14,161.40 | | |
| | | | | 835,758.37 | |
| | | Total Reserves | | 2,592,619.16 | |
| | Surplus from 2020/21 as at 31/03/2021 | | | 135,878.81 | |
| | | Total Available in Reserves | | 2,728,497.97 | |

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

Introduction

For the last two years, 2020 and 2021, Councillors resolved to 'light up' Woodhouse Gardens for the month of December and feedback received has been very positive. This is reflected in social media activity and verbal feedback received by both the caretakers and the contractor.

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

The contractor from 2020 included some additional features in 2021 including tree wraps.

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.

Financial Implications

The cost to light up the gardens was included in the T&GP Earmarked Reserves for the forthcoming financial year, although the quotation has increased significantly in line with industry pricing. The quotation from the existing contractor is shown at [Appendix A](#) and includes a discount of £331.96. This is for the period of 29th November 2022 to 6th January 2023 and includes pavilion icicles, new for this year. The tree wraps were new last year.

Additional Display Items

The Administrative Assistant has obtained quotations from a reputable Christmas lights contractor, which are detailed in [Appendix B](#).

Financial Implications

These additional items have not been budgeted for in the 2022/23 budget.

Recommendations

Lighting up the gardens – 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 £2,628.29 + VAT using budget line 1025 Christmas Town Decorations (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Additional display items – It is recommended that Councillors approve the proposal to introduce the additional display items and decide whether to hire or purchase them for the period of 5 weeks using the Christmas Town Decorations or Tourism budget line (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).



Linda Scott-Giles
Town Clerk
14th January 2022


Appendix A

| Qty | Item | Unit | Discount | Line Total |
|-------------------------|--|--------|----------|----------------------------------|
| Lighting | | | | |
| 50 | Fairy Lights 5m Warm White WHITE IP65, 40 LEDs per string, white cable, connectable | £15.00 | 15.00% | £637.50 |
| 10 | Fairy Lights 5m Warm White BLACK IP65, 40 LEDs per string, black cable, connectable | £15.00 | 15.00% | £127.50 |
| 4 | Chauvet Colordash Par H7IP Seven 10w RGBAW+UV LEDs, IP65, 5pin DMX, Powercon TRUE1 in/out | £50.00 | 15.00% | £170.00 |
| 4 | Accessory 16A T - Powercon TRUE1 1.5m | £0.00 | 15.00% | £0.00 |
| | | | | Lighting £935.00 |
| Pavilion Icicles | | | | |
| 3 | Icicle Fairy Lights 5m Warm White WHITE IP65, 120 LEDs per string, white cable, connectable | £22.50 | 15.00% | £57.38 |
| 1 | Fairy Lights Mains Plug 2m WHITE | £3.00 | 15.00% | £2.55 |
| | | | | Pavilion Icicles £59.93 |
| Tree Wraps x3 | | | | |
| 12 | Fairy Lights 5m Warm White WHITE IP65, 40 LEDs per string, white cable, connectable | £15.00 | 15.00% | £153.00 |
| 8 | Fairy Lights 5m Cold White WHITE IP65, 40 LEDs per string, white cable, connectable | £15.00 | 15.00% | £102.00 |
| 2 | Fairy Lights 2-Way Y Connector WHITE | £2.50 | 15.00% | £4.25 |
| 2 | Fairy Lights 3-Way Connector WHITE | £3.75 | 15.00% | £6.38 |
| 1 | Fairy Light - 5 Port Ring Connector | £3.00 | 15.00% | £2.55 |
| 3 | Fairy Lights Connectable Extension 5m WHITE IP65, white cable | £2.50 | 15.00% | £6.38 |

| Qty | Item | Unit | Discount | Line Total |
|-----------------------------|---|---------|----------|--------------------------------------|
| | | | | Tree Wraps x3 £274.56 |
| Cables: Adaptors | | | | |
| 3 | 13A - 16A 1m 1.5mm H07RN-F black rubber cable with black connectors | £6.10 | 15.00% | £15.56 |
| 3 | 16A 2-way Splitter IP44, all black connector | £7.90 | 15.00% | £20.15 |
| 4 | 16A - Powercon TRUE1 2m | £8.40 | 15.00% | £28.56 |
| 4 | Fairy Lights Mains Plug 2m - TRUE1 | £3.00 | 15.00% | £10.20 |
| | | | | Cables: Adaptors £74.47 |
| Cables: Extensions | | | | |
| 1 | 16A 20m IP44, 2.5mm H07RN-F black rubber cable with black connectors | £14.45 | 15.00% | £12.28 |
| 4 | 16A 10m IP44, 2.5mm H07RN-F black rubber cable with black connectors | £9.60 | 15.00% | £32.64 |
| 2 | 16A 5m IP44, 2.5mm H07RN-F black rubber cable with black connectors | £7.30 | 15.00% | £12.41 |
| 2 | 16A 3m IP44, 2.5mm H07RN-F black rubber cable with black connectors | £6.35 | 15.00% | £10.80 |
| | | | | Cables: Extensions £68.13 |
| Stands & Rigging | | | | |
| 48 | Shepherds Hook: 1.2m | £1.00 | 15.00% | £40.80 |
| | | | | Stands & Rigging £40.80 |
| Site & Access | | | | |
| 7 | Adam Hall 3 Channel Cable Ramp | £72.00 | 15.00% | £428.40 |
| | | | | Site & Access £428.40 |
| Transport | | | | |
| 1 x 9 miles | Van Delivery | £13.50 | | £13.50 |
| 1 x 9 miles | Van Collection | £13.50 | | £13.50 |
| | | | | Transport £27.00 |
| Crew | | | | |
| 3 x 8 Hours | Technician For setup / pack down or operation of equipment | £160.00 | | £480.00 |
| 3 x 4 Hours | Technician For setup / pack down or operation of equipment | £80.00 | | £240.00 |
| | | | | Crew £720.00 |

Appendix B

| ITEM / DIMENSIONS | HIRE PRICE PER YEAR £ Inc VAT | PURCHASE PRICE £ Inc VAT | PHOTO |
|---|--|--------------------------------|--|
| <p>Wizz Frozen (Sleigh) H:1.20m x L:2.30m x W: 1.20m 73w 82kg</p> | <p>1 Year £2244.60 2 Year £2992.80 3 Year £1200.00 4 Year £897.84 5 Year £897.84</p> | <p>£2992</p> |  |
| <p>Comete H:2.60m x L:2.18m x W:1.20m 24w 27.4kg</p> | <p>1 Year £1806.30 2 Year £2408.40 3 Year £960.00 4 Year £722.52 5 Year £722.52</p> | <p>£2408.40</p> |  |

| | | | |
|--|--|--|---|
| <p>Romy H:4.50m x L:3.00m x W:2.45m 40w 83kg</p> | <p>1 Year £ 4455.90 2 Year £ 5941.20 3 Year £2400.00 4 Year £1782.36 5 Year £1782.36</p> | <p>£5941.20</p> |  |
| <p>Ballast Install Removal Storage at Blockley</p> | <p>£378 per year £3090 per year £1587 per year £360 per year</p> | <p>£1758 £3090 £1587 £360 per year</p> | <p>These prices are for all 3 items</p> |

To consider expenditure authority for the introduction of Cross Street Decorations

Background

Town Councillors have previously requested for officers to investigate the options of cross street Christmas lighting in the town centre. The Town Council, in the last few years has introduced column lighting along East Street, the Market Place and West Street. It has also lit up Woodhouse Gardens during the month of December.

Report

Cross street lighting is classed as a banner over the highways and requires a license each year. The conditions of consent are:

- Allow three calendar months for the application to be processed. This allows sufficient time for Highways Operations to obtain the necessary consent
- The applicant must ensure that the supports for the banner are adequate
- The lowest point of the banner and catenaries (support wires) must be at least 5.5 metres (eighteen feet) above the road surface
- Erection and dismantling of the banner must be carried out by contractors who are qualified to do so
- A copy of the insurance policy confirming that public liability insurance is valid for the period of placement of the banner and to the minimum value of £5 million must be supplied

Officers have met with a local electrician to discuss possible options and the following issues and concerns were raised:

Consideration needs to be given to residents having the light shine into their windows. Some might not be pleased having a constant light outside their properties.

The installation of cross street lighting is not straight forward. The road will need to be closed as the engineers will need to work in the road.

There is also an issue with height in the town centre roads, the houses need to be at least three storeys high on both sides but that is not the case throughout, and it would look odd to have just one strand of cross street lighting here and there. It might not even be possible to have cross street lights in East Street as the buildings are not three-storey high on both sides.

Due to the limited height, we could face a safety issue, large lorries driving through and potentially catching the lights. This would be huge responsibility for the Town Council to take on.

It should be considered if the cost/value for money would deliver the desired result, as putting one string at each road would not have a very good impact and would probably disappoint residents and visitors more than please them.

Considering the above issues and concerns, other options were explored. One being the introduction of a crib scene on the churchyard (at the bottom of Sheep Market Hill).

In principle, BFPC is in favour of this proposal but there are two questions to be answered before they can give this full approval. Who will provide the crib and the figures? The church will wish to retain a crib inside the building. How will the crib scene be secured? Placed in the open churchyard it will be in great danger of vandalism.

Another option is relocating the lights on the three columns (1E12, 2E12, 3E12) by the planters at Wimborne Rd to Sheep Market Hill/Plocks/Tabernacle and putting bigger impact

decorations on the columns. Also to bear in mind is that the footfall monitoring device is being installed on the Market Place column opposite the Town Hall (4M76) and the Dorset Council Street Lighting Team has advised that any Christmas decorations that use this column could not be used while the counter was in-situ so the lights that are normally attached to this column could also be relocated to one of the options below, expanding the column lights to Church Lane or the Tabernacle. Permission would have to be sought from Dorset Council, however the electricity company has confirmed that they cannot see any issues with lights being attached to the columns in the Tabernacle (4T86, 5T86, 2T86) and Church Lane (2C194, S2C194), as these are very lightweight.

Financial Implications

Quotes from two different contractors have been received for the type of decorations that could be attached to the Wimborne Road columns, which would match the existing lighting display and would be a festive welcome to this entrance to the town.

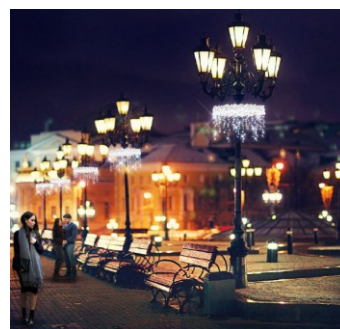
Contractor 1:

| VENUS | Cost per item | Storage | Carriage (from/to) | Total for 10 (excl. VAT) | | Total over 3 years |
|---------------------------|----------------------|----------------|---------------------------|---------------------------------|--|---------------------------|
| Purchase – No Storage | £653.00 | | £170.00 | £6,700.00 | | £6,700.00 |
| 3 Year hire – Storage | £250.32 | £250.00 | £170.00 | £3,093.20 | Year 1 3093.20, Year 2 3093.20, Year 3 2843.20 | £9,029.60 |
| 3 Year hire – No Storage | £250.32 | | £170.00 | £2,673.20 | £2673.20 per year | £8,019.60 |
| BOA | Quantity x 10 | Storage | Carriage (from/to) | Total for 10 (excl. VAT) | | Total over 3 years |
| Purchase – No Storage | £326.00 | | £170.00 | £3,430.00 | | £3,430.00 |
| 3 Year hire – Storage | £124.97 | £250.00 | £170.00 | £1,839.70 | Year 1 1839.70, Year 2 1839.70, Year 3 1589.70 | £5,269.10 |
| 3 Year hire – No Storage | £124.97 | | £170.00 | £1,419.70 | £1419.70 per year | £4,259.10 |
| BANNIERE QUADRILLE | Quantity x 10 | Storage | Carriage (from/to) | Total for 10 (excl. VAT) | | Total over 3 years |
| Purchase – No Storage | £465.00 | | £170.00 | £4,820.00 | | £4,820.00 |
| 3 Year hire – Storage | £178.25 | £250.00 | £170.00 | £2,372.50 | Year 1 2372.50, Year 2 2372.50, Year 3 2122.50 | £6,867.50 |
| 3 Year hire – No Storage | £178.25 | | £170.00 | £1,952.50 | £1952.50 per year | £5,857.50 |

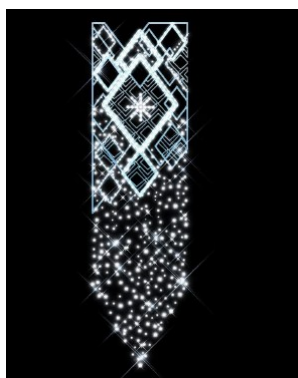
Venus H: 3m x W: 1m



Boa H:0.60m x W:0.95m



Banniere Quadrille H:2.80m x W:0.80m



Contractor 2:

Purchase prices excl. VAT + Delivery

Design 1:
£485
Approx. 2m H x 1m W



Design 2:
static £295 animated £340
Size 1.10m x 1m



Design 3:
static £295 animated £340
Size 1.10 x 1m



Additional column lights

A quote has also been sought for additional column lights, in case Councillors just wish to extend the lighting scheme along the Tabernacle and/or Church Lane.

3no sets of 200 cool white mini-LEDs (1 in 5 twinkling) and 21no blue Maxi LED small globes 336.50 each, total £1,009.50 plus VAT.

Current Annual cost for Christmas decorations

Market Place Christmas tree - £600
Installation and removal of lamp post lights - £7,600
Woodhouse Gardens decorations - £1,552
Christmas Window Competition - £400

One off cost

Christmas window stickers - £10
Electrical works for extension of lights - £500
Supply of Lights - £788
Total cost of both current and one-off items is £10,152

The budget for 2022/23 was set at £10,000 so other budget lines would be required should councillors wish to progress these options, including those at Agenda Item No. 10.1.

Recommendation

It is therefore recommended that:

- The committee considers the options put forward and if they wish to extend the scheme into the Tabernacle and Church Lane, relocating the lights from the Market Place column (now being used by the footfall monitoring device) and the Wimborne Road columns. Alternatively, Councillors could decide to purchase additional lights only, for the Tabernacle and Church Lane.
- Councillors consider which contractor they would like to engage, and which option and design is preferred, using funds from budget line Christmas Town Decorations. Additional funds could be taken from budget line DC Highways, Town Improvements or Tourism (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).
- Councillors consider the option of a crib scene on the churchyard and if the Town Council should purchase and store this.

Sybille Maddock
Assistant Town Clerk, 4th March 2022

To consider producing a calendar for 2023 with proceeds going to the Mayor's charities

Background

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

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 2023. The Mayor and the Mayor's Charities should assist Officers to sell the calendars, who sell them in the office and at Town Council events (if applicable).

The previous years' themes have included historic buildings, wildlife and aerial photos of Blandford Forum. The Chairman and Vice Chairman of the Committee suggested a Now and then theme for 2023. Another theme could be photos submitted by under 18s only. Once confirmed, 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.

We have only thought quotes for the production of 100 calendars as we don't sell 200.

Company A:

- A4 landscape, full colour throughout
- Cover on 300g silk, 28 pages inner on 170g silk
- Saddle stitched & drilled at the foot

Company B:

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

Company C - Did not quote.

Financial Implications

100 calendars = £500 (less VAT) income

Company A:

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

Company B:

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

Recommendation

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

Sybille Maddock
Assistant Town Clerk
1st February 2022