



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

Dorset Council Councillors

Dear Member

TOWN COUNCIL MEETING

You are summoned to attend a meeting of the Town Council which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 18th 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
11th 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. Report from Dorset Council Councillors
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. Minutes of the:
 - 5.1 [Special Town Council Co-option Meeting held on 27th September 2021](#)
 - 5.2 [Town Council Meeting held on 27th September 2021](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report (paper to follow)

8. Recommendations and Receipt of Minutes
 - 8.1 Town & General Purposes Committee Meeting held on Monday 11th October 2021
 - 8.1.1 Recommendations (none)
 - 8.1.2 [To RECEIVE the Minutes](#)
9. [To receive the approved External Auditor's Report for 2020/21](#)
10. [To consider responding to the Dorset Council consultation on the Rights of Way Improvement Plan 2022-2032](#)
11. [To receive feedback from Breakthrough Communications on the Town Council's Social Media channels](#)
12. To consider resolutions from DAPTC for the Annual General Meeting (awaiting receipt of the resolutions)
13. To receive an update and consider any requests regarding the:
 - 13.1 Neighbourhood Plan Working Group – Blandford +
 - 13.2 BFTC Commemoration Group
 - 13.3 Climate Change & Biodiversity (minutes of last meeting distributed to all councillors on 5th October 2021 – please contact the clerk for a copy)
 - 13.4 Dorset Council Grant to support the Market Area Enhancement Project
 - 13.5 [Community Governance Review – to receive the recommendations from the working group](#)
 - 13.6 The Queen's Platinum Jubilee 2nd-5th June 2022
14. Reports from Community and Local Organisations (Councillors are requested to advise the Chairman of Council or the Town Clerk if they wish to make a report under this heading)

A Barnes for a Recreation Trust meeting will take place following this Town Council meeting.

DATES OF FUTURE ONLINE MEETINGS

1 st November	Planning Meeting
8 th November	Recreation & Amenities Meeting
15 th November	Town & General Purposes Meeting

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

Twinned with Preetz, Germany



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



Twinned with Mortain, France



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

Town Clerk's Report & Correspondence

Thank You – A Thank You letter has been received from Buckingham Palace for the sympathy card sent by the Town Council on the death of The Duke of Edinburgh. The letter read: *The Queen has asked me to thank you for your thoughtful message of sympathy, sent on the death of Her Majesty's beloved husband The Duke of Edinburgh. The Queen has been touched by the messages she has received and is most grateful for your kind words.*

ESET Renewal Licenses – Nine licenses were renewed for a period of three years for £345.78 (seven for staff laptops, one server and one for the CCTV server).

IOSH Training – The Town Clerk, Operations Manager and the Grounds & Property Supervisor have all attended IOSH training sessions in the last fortnight on Leading Safely and Managing Safely. These are essential health and safety courses to ensure we are receiving refresher training and keeping up to date with legislation and case law.

Register of Interests – The Town Clerk has set up the email addresses for all Councillors on the Dorset Council website, so Councillors are able to log on and register their interests. This will be managed online from now on and the deadline for Councillors to complete the process is 31st October 2021.

Old Bath House – The Town Clerk has written to the owners of the Old Bank House, and now the Old Bath House too, for permission to locate the schools' trees in the Old Bath House during the festive period as part of the church's Christmas tree trail. They have agreed to the request and council staff will provide access to the schools/church.

Newsletter – The newsletter for Remembrance and Christmas events has been sent to the printers and will be delivered by the Royal Mail at the beginning of November. It also refers to dog waste, the calendar for 2022 and grant applications.

Skate Park Funding – The Dorset Council invited clerks to apply for government funding via DC with projects that were ready to go. The Town Clerk sent details of the skate park project at £31,892.15, which was due to start at the time of submission, and we have now heard that it was approved and an invoice has been sent to DC for payment.

Company Acquisitions – Ellis Whittam has become Worknest and G3 has become Prime & Modern Limited. We have been assured that the service we are accustomed to will continue.

To receive the approved External Auditor's Report for 2020/21

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

BLANDFORD FORUM TOWN COUNCIL – DO0010

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Paul Littlejohn

Date

17/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Consultation - Dorset Council - Rights of Way Improvement Plan 2022-2032

Introduction

The Strategic Outdoor Access Development Coordinator at Dorset Council has written to advise the council of the consultation to collate views and ideas to help shape the next Dorset Rights of Way Improvement Plan 2022-2032.

The Dorset Council has asked the council to:

- Take the time to read through and complete the consultation questionnaire (link below), focussing on the questions that enable the council to submit the strategic issues and use the interactive maps to highlight in more detail project improvement ideas.
- Forward and circulate the email information through the council's contact databases and promote this consultation through publicity, which has been done by the office via email and social media.

The link to the official press release is: [Help us improve our path network for walking, cycling and horse-riding - Dorset Council news](#) and the link to the Consultation is here: <https://www.dorsetcouncil.gov.uk/rights-of-way-consultation>

Background

The following information has been provided by the Dorset Council:

The Dorset Rights of Way Improvement Plan is the prime means for Dorset council, as the Local Highway Authority, to identify and prioritise actions to develop and improve the network of Dorset's footpaths, bridleways, byways, and wider access routes. Over the past 18 months, more Dorset residents than ever have found that getting outdoors and into the fresh air comforting, restorative and revitalising. To do this, many have used Dorset Public Rights of Way, footpaths, bridleways and byways to walk, ride, cycle, horse carriage drive away from the vehicular highway – and responsibly drive - to explore our locality. Some have perhaps discovered paths and places they haven't visited before, immersing themselves in Dorset's stunning landscapes, rich heritage and fascinating natural world. We want to hear from the Dorset wide community – all ages and interests – and various organisations (user groups, land managers and wider interest groups) so we can develop an improved network of paths that are easy and enjoyable to use for as many people as possible.

Your views are really important – we need to know what it is you love about using Dorset's paths and which paths you use - but we also want to know about what isn't so great and your ideas to address this. So what are the barriers, what prevents you from using the paths, what routes would you like to use and why, how can we work with you to develop the Dorset PROW network?

The Dorset Rights of Way Improvement Plan consultation – which includes online maps – will help us understand the key issues that need to be addressed, and let people submit location-specific concerns and project ideas to help us improve Dorset's public rights of way. The survey will allow respondents to: –

- Highlight a “missing link” where a new path would join up the network.
- Identify a strategic route linking communities that could be shared by walkers, equestrians & cyclists
- Explore the possibility of creating a safe off-road route where walkers, equestrians and cyclists currently must use the road

- Pinpoint good locations to improve a path's surface, replace stiles with gates and generally indicate where small measures can potentially make a big impact
- Suggest areas where better signage would be useful
- Raise concerns and how they might be addressed
- Reveal historic details such as old stiles and river crossings that need protecting
- Let us know how we might work together on ideas and initiatives.

While we may not be able to accommodate all the ideas and projects in the prioritised delivery plans, all feedback will be taken into consideration.

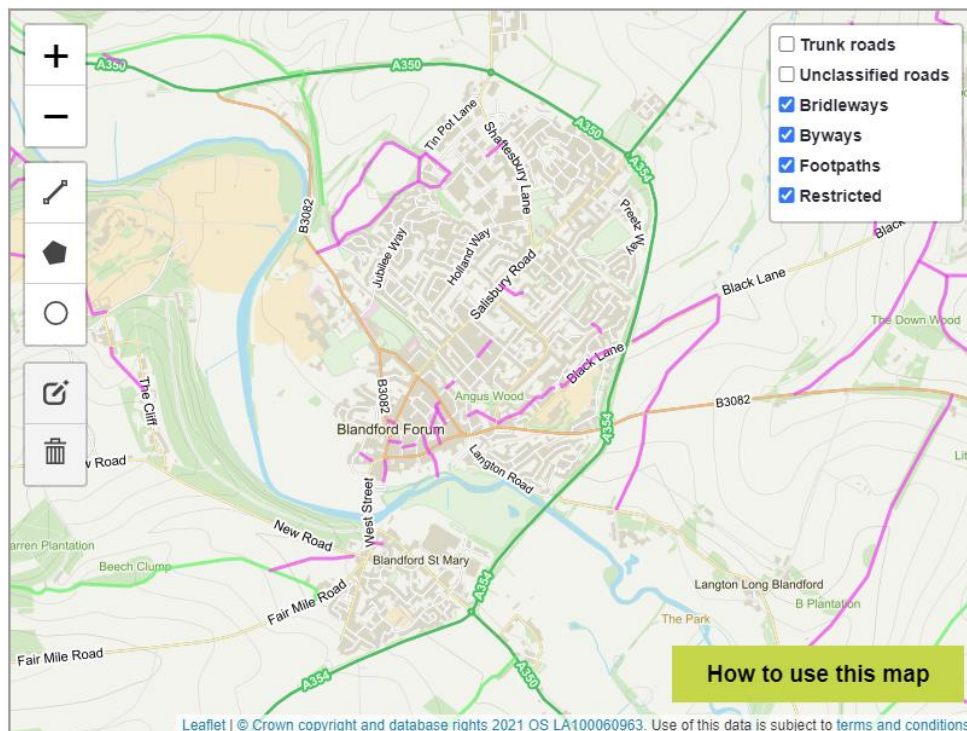
Councillor Noc Lacey-Clarke, Cabinet Lead Member for Environment, Travel and Harbours at Dorset Council, said: *"Using public rights of way – the green highways – enables people to get outside and truly explore Dorset's villages, towns and wider countryside. The benefits are huge where an improved path network can provide car-free walking riding and cycling routes for all ages and abilities at a "community pace" for local journeys; to get out, meet and socialise with local people; opportunities to step out from your doorstep and keep active, relax and unwind; a means to take time to explore and notice the details that we often overlook. Our paths help us all to experience Dorset's rich and varied natural and historic heritage. Taking part in this survey is a real opportunity for Dorset people to let us know what they feel works and what needs to be done to improve the way our residents and visitors can enjoy walking, cycling and horse-riding whilst taking care to protect the very landscapes these paths take them through."*

After collating and reviewing the feedback from the consultation, Dorset Council officers will draft a new Rights of Way Improvement Plan early next year. This plan will be publicly consulted on in the Spring, with the final version published and presented to Cabinet for approval in Summer 2022. Please fill in the questionnaire and online maps here by midnight 31 October 2021.

Rights of Way Improvement Plan Review Consultation



Please use the interactive map to submit idea/issue if have one. (Idea 1)



Recommendation

Councillors were sent the email from the Dorset Council on Friday 1st October and asked if they wanted to have a meeting arranged prior to this being an agenda item and a response was only received from Cllr Cross, hence a pre-meeting was not arranged.

It is recommended that Councillors complete the consultation as individuals due to the details required for the responses.

Linda Scott-Giles
Town Clerk
4th October 2021

To receive feedback from Breakthrough Communications on the Town Council's Social Media channels

Background

The Town Clerk engaged with Tom Clay, Head of Council Services for Breakthrough Communications (recommended by the DAPTC) to carry out a free social media audit of the council's platforms. Tom reported back that: *In terms of the social media congratulations on getting so many ticks and for having so many followers on Facebook and Instagram. As I said I think your council is the only one so far I have given all ticks on the Facebook set up. The only take away point you might wish to consider is if Twitter is being utilised. As for a pinned Tweet you could use it to highlight big news, an event or provide contact details as Twitter doesn't have much space for it.*

A Teams meeting was also held to discuss the feedback, which was summarised in a report shown at [Appendix A](#).

Tom also provided the council with a [Communications Strategy](#) proposal and [Social media Workshop](#) proposal and offered the following: *Please remember to get in touch if you need support with any Neighbourhood Plan consultation or survey work in the future. Finally, you might be interested in our Compliance Hub. It is a great training resource that teaches you everything you need to know about data protection, GDPR, and Freedom of Information. Most of the content is short videos which you can go through at your own pace. The Essentials package costs £185 (plus VAT) with a one-off set up fee of £49 (plus VAT). However, you get a £50 discount that covers the cost of set-up. So for your Council the total cost for the Essentials package would be £184 (plus VAT). You can find out more at: <https://breakthroughcomms.co.uk/compliantcouncilshub/>*

Communications Strategy Proposal

Phase 1 - Communications Review & Discovery

Breakthrough Communications will work with officers to review the council's current approach to its public-facing communications, what the council is currently trying to achieve with its communications and how this works from an operational and resource perspective. We will then objectively assess to what extent the council's existing communications channels support the council to achieve its key aims and objectives and how this relates to each key service the council seeks to provide. We will also carry out an anonymous council-wide communications survey, inviting members and officers to put forward their views on how effectively they believe the council currently communicates and what could be improved, and their views on key communications priorities and objectives.

Phase 2 - Communications & Engagement Strategy Development

Breakthrough Communications will work with officers to hold a virtual workshop with relevant officers and Members (if appropriate) to develop the council's forward-looking communications objectives and priorities, and how these link to the council's services. We will consider how the council can better engage with the community as a whole as well as with more targeted or segmented groups, as well as considering desired communication and engagement outcomes for the council. We will also consider ways the council could develop the use of electronic forms to gather information more efficiently. We will then take the outcomes of this background work to develop a forward-looking and overarching communications and engagement strategy for the council, which will include honing and developing key communications messages for each core service area. This will also include the formulation of a top-level plan of work and action plan, which

can then be used to better understand the council's key communications aims, objectives and outcomes.

Phase 3 - Report back and Recommendations

We will produce a report for the council, summarising and setting out our proposals and providing a set of recommendations that link to our proposed communications strategy and plan of work. Once signed off by relevant officers, we will virtually present this report to a relevant council or committee meeting, to explain our recommendations.

Investment required by the council: £2,950+VAT

We can hold additional virtual meetings with to support the council with implementation. We can also offer discounts on follow-up or continued support services. This would help the council to make the most of its new communications strategy. This work would be quoted for separately on request. This quote has been created on the basis that all the work will be carried out remotely and virtually. We might be able to undertake some elements of the work face-to-face. Please contact the Breakthrough Communications team member who created this proposal to find out more.

It is recommended that this is not pursued at this time due to the lack of capacity to respond to the outcomes and recommendations, but should be considered in the future.

Social Media Workshop Proposal

Breakthrough Communications will facilitate a two and half hour remote social media workshop for officers of the Town Council. During the workshop we will provide training in how social media works. We will also share practical hints and tips, as well as highlighting best practice from the sector. Advice about how to take effective photographs for social media and the creation of eye-catching posts will also be given. During the workshop we could give advice about how a specific event or issue could be communicated via social media and how the team could support that work. This could help the team to see the skills they have learnt about and best practice in action on an issue they understand. We would of course need to have details about the event or issue in advance from the Town Council.

Investment required by the council: £395+VAT

This session has been arranged with five members of staff in December, using funds from the staff training budget line.

Recommendation

It is recommended that Councillors note the report.

Linda Scott-Giles
Town Clerk
6th October 2021



FACEBOOK



Followers

Here is how your council compares to similarly sized councils:

Blandford Forum TC - 2854

Corsham TC - 1926

Hemsworth TC - 2621

Kidderminster TC - 1699

Royal Wotton Bassett TC - 3045



Quick Tips...

Canva is great tool to convert PDFs into native content. You can also use it to create engaging content for any social media platform.



Facebook setup



Profile Image

Should be the council's logo or a recognisable image



Banner Photo

Should be a scene or identifiable landmark from the area



Appropriate Name

URL and profile name should be appropriate



Contact Details

Basic contact details for the council should be available



Call to Action and Page Tabs

Should reflect the council's priorities and services



Organisation Type

Should be set to 'Community · Government organisation'



Laverstock & Ford Parish Council
7 April · 🌱

DOG WARDEN ON PATROL 🐕👮♂️🗑️

Firstly, thank you to all those thoughtful dog owners who clear up after their pets when they're out enjoying our beautiful green spaces 🌱. Sadly, less considerate dog owners are spoiling it for everyone else. 😞

After an increase in the amount of dog mess and bags being left in public spaces, we have asked Wiltshire Council's Dog Warden to patrol the Parish. He or she will be in the area in the coming weeks and will be able to take enforcement ac... See more

PLEASE PICK UP AFTER YOUR DOG

- ✅ Bags can be put in ANY litter bin
- ❌ You can be fined up to £1000 for failing to clear up after your dog

BAG IT AND BIN IT OR TAKE IT HOME



9 comments 23 shares

👍❤️ 31



Quick Tips...

Facebook is the most effective platform for building conversations and engagement with the community. It also an easy way of extending your council's 'digital reach'. The key to success is ensuring your content is engaging, relevant and interesting.

Take a look at this post...

The council has made great use of a graphic designed in Canva, appropriate use of emojis and clear calls to action, to generate positive engagement.



TWITTER



Followers

Here is how your council compares to similarly sized councils:

Blandford Forum TC - 65

Corsham TC - 2288

Hemsworth TC - 637

Kidderminster TC - 396

Royal Wotton Bassett TC - 485



Twitter setup



Profile Image

Should be the council's logo or a recognisable image



Banner Photo

Should be a scene or identifiable landmark from the area



Appropriate Name

URL and profile name should be appropriate



Pinned Tweet

Should reflect a current priority or point to key services



Instagram setup



Profile Image

Should be the council's logo or a recognisable image



Appropriate Name

URL and profile name should be appropriate



Bio

Should give a clear description and have a link to the council's website



Content

Your council should be uploading video as well as picture content



Instagram



Followers

Here is how your council compares to similarly sized councils:

Blandford Forum TC - 520

Corsham TC - 674

Hemsworth TC - 0

Kidderminster TC - 0

Royal Wotton Bassett TC - 155



Quick Tips...

Using a tool such as Hootsuite could help you to manage your social media more effectively.

Instagram can be easier to update than Facebook or Twitter. It is more visual and often appeals to a younger demographic than other social media.

Community Governance Review **To receive the recommendations from the working group**

Background

At the Town Council meeting held on Monday 27th September 2021, Councillors made the following resolution:

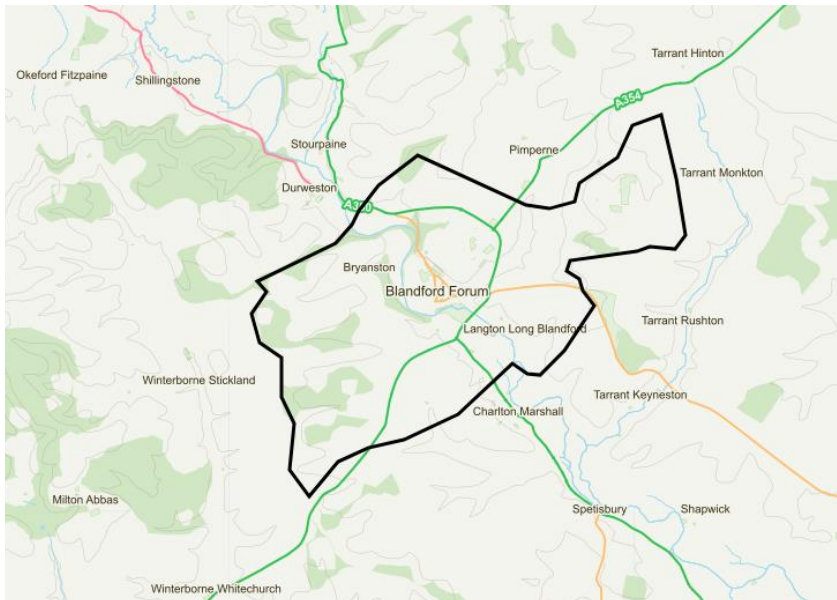
The Town Council requests that the Dorset Council reviews and amends the following boundaries around the town of Blandford Forum:

- **Pimperne, all areas inside the bypass and areas to the North-East**
- **Langton Long, areas leading up to Blandford Camp**
- **Blandford Camp, all within the perimeter fence**
- **Blandford St Mary, the whole parish**
- **Bryanston, areas adjoining Blandford St Mary and the town**

Detailed reasoning and evidence to be gathered and submitted by a working group of the council, with all elected members invited to join.

A working group meeting was therefore arranged for Monday 11th October 2021, prior to the Town & General Purposes committee meeting with Cllrs White, Lindsay, Herbert, Carter, Mieville, Holmes, S Hitchings, L Hitchings and Stevens in attendance.

The following map / proposed boundary was agreed upon:



Recommendation

Cllr Carter agreed to formulate a proposal for full council to consider, which will follow later this week.

Linda Scott-Giles
Town Clerk
11th October 2021